Town of Westford
Annual Report

For Year Ending December 31

2010

Civil War Monument Centennial - Dedicated May 30, 1910

Through the generosity of Col. Edwin D. Metcalf, of Auburn, N.Y., a former resident of Westford, in presenting the Town a granite monument mounted with a bronze statue of a Marching Soldier, to commemorate the service of Westford's volunteers in the Civil War, the Town appropriated the sum of Five Hundred ($500) Dollars to fittingly dedicate this munificent gift. The square opposite the common was decided upon as the most appropriate place to erect it. Col. Metcalf paid for the grading and curbing the lot.

The exercises of unveiling the monument began [on Memorial Day 1910] promptly at 10:30 o'clock. The Veterans of the Westford and Chelmsford Associations were drawn up on two sides, with the Nashua Military Band in position, and hundreds of people packed closely about the enclosure. Miss Hazel B. Hartford, an attractive miss of the Town, then pulled the cord releasing the flags that covered the monument.

The gift was accepted by Oscar B. Spaulding, chairman of the Board of Selectmen.

The exercises were barely over when a sharp shower broke over the Town. There was a scamper to the Library and the Town Hall where for nearly an hour there was a regular old-home day reunion.

The weather had cleared at 1:15 o'clock, where 500 people formed a procession in front of the Town Hall, and headed by the band and the Veterans, marched to a great tent upon the common, where a dinner was served by the D. L. Page Co., of Lowell. Every one of the 501 seats was soon occupied and an excellent menu was enjoyed.

From the Town of Westford Annual Report For Year Ending Feb. 1, 1911, pp. 100 - 120

Research by the Westford Historical Society, Inc.

Cover photo by Steve McKenna of Westford, 2002

TOWN OF WESTFORD
MASSACHUSETTS

Annual Report

For the year ending December 31, 2010

Annual Town Meeting
Saturday, March 26, 2011

Annual Town Election
Tuesday, May 3, 2011

In Memoriam

Robert Fitzpatrick
1929 – 2009

Born in Forge Village and a 1946 graduate of Westford Academy, Bob Fitzpatrick was first elected to the Planning Board in 1959 and served for thirteen years. He left the Planning Board to run for Selectman in 1972 when the board was increased from three to five members and continued as Selectman until 1978.

Joseph Guthrie
1939-2010

Joe Guthrie first served the Town as Assistant Building Inspector throughout the 1980's. From 1986-91, Joe was a member of the Planning Board, and in 1993 was elected to the Board of Health, a position he held until his death.

Charlotte Scott
1916 – 2010

The first woman to serve as superintendent of a vocational high school in Massachusetts, Charlotte brought her expertise to Westford as the Town's representative to the Nashoba Valley Technical School Committee for twenty years from 1974-94. In 1993, Charlotte was appointed to the Roudenbush Community Center Committee where she served until 2004.

CITIZEN ACTIVITY APPLICATION FORM
Town of Westford

GOOD GOVERNMENT STARTS WITH YOU

If you are interested in serving on a Town committee, please fill out this form and mail to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886. This form may also be downloaded from the website at www.westfordma.gov. ll committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date_____

Name _____

Address _____

Home Telephone_____Email: _____

Amount of Time Available _____

Interest in What Town Committee _____

_____

_____

Present Occupation _____

Education Background _____

_____

Town Offices Held_____

_____

_____

Other Volunteer Positions _____

_____

Remarks _____

_____

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ELECTED OFFICIALS AS OF DECEMBER 31, 2010

BOARD OF HEALTH

3 - year term

MICHELLE CRAWFORD	05/02/2011
ZAC A CATALDO	05/01/2011
SUSAN M HANLY	05/02/2013
JILLIAN L LOKERE	06/01/2013
JOANNE MARTEL	05/01/2012

BOARD OF SELECTMEN

3 - year term

ROBERT S JEFFERIES	05/04/2013
ANDREA PERANER-SWEET	05/04/2013
KELLY J ROSS	05/01/2011
JIM SULLIVAN	05/01/2012
VALERIE A WORMELL	05/01/2011

HOUSING AUTHORITY

3 - year term

SCOTT HAZELTON	05/01/2012

5 - year term

MURIEL T DRAKE	05/01/2014
CAROL S ENGEL	05/01/2011
PHYLLIS KOULOURAS	05/01/2013

JV FLETCHER LIBRARY TRUSTEES

3 - year term

ELIZABETH S DIERCKS	05/01/2013
MARIANNE C FLECKNER	05/01/2012
SUSAN M FLINT	05/01/2012
HAJO W KOESTER	05/01/2011
ROBERT D PRICE	05/01/2011
JACK WROBEL	05/01/2013

MODERATOR

3 - year term

ELLEN S HARDE	05/01/2011

PLANNING BOARD

5 - year term

KEVIN BORSELLI	04/30/2013
DENNIS J GALVIN	05/01/2015
MICHAEL J GREEN	05/01/2014
KATE HOLLISTER	05/31/2012
FRED PALMER	04/30/2011

SCHOOL COMMITTEE

3 - year term

ARTHUR F BENOIT	05/01/2013
JUDITH E CULVER	05/01/2013
ANGELA HARKNESS	05/01/2012
DAVID KEELE	05/01/2011
BIRGIT E KOHL	05/01/2011
MARGARET A MURRAY	05/31/2012
KENNETH TEAL	05/01/2012

Appointed Officials as of December 31, 2010

ASSESSOR - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

PAUL PLOUFFE	06/30/2011

ACCOUNTANT - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

3 - year term

ALICE FERRO	06/30/2011

AFFORDABLE HOUSING COMMITTEE - *APPOINTED BY TOWN MANAGER*

Ex-officio

CHRISTINE G PUDE	06/30/2011

2 - year term

PAUL CULLY	06/30/2011
ANN F ENO	06/30/2012
MARY LYNN GALGANO	06/30/2012
SCOTT HAZELTON	06/30/2011
DIANE L HOLMES	06/30/2012
JIM SILVA	06/30/2012

3 - year term

ROB DOWNING	06/30/2012

AFFORDABLE HOUSING TRUST FUND - *APPOINTED BY BOARD OF SELECTMEN*

Ex-officio

CHRISTINE G PUDE	07/01/2011

2 - year term

JACOB CLAYTON	06/30/2012
DIANE L HOLMES	06/30/2012
CHRIS ROMEO	06/30/2012
JIM SULLIVAN	06/30/2012
ROBERT J WASKIEWICZ	06/30/2012

AGRICULTURAL COMMISSION - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

MATTHEW R FOTI	06/30/2012
MARCIANA B GAMESTER	06/30/2011
ROBERT A HAIGH	06/30/2012
ROBERT L WEBB	06/30/2012

ANIMAL CONTROL OFFICER - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

MARGARET MIZZONI	06/30/2011

ASSISTANT ANIMAL CONTROL OFFICERS - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

TERRY BERRY	06/30/2011
TIM WHITCOMB	06/30/2011

BOARD OF ASSESSORS - *APPOINTED BY TOWN MANAGER*

3 - year term

DIANE L HOLMES	06/30/2013
TITUS A PALMER	06/30/2012
CHRIS ROMEO	06/30/2011

BOARD OF CEMETERY COMMISSIONERS - *APPOINTED BY TOWN MANAGER*

3 - year term

DANIEL P PROVOST	06/30/2013
GEORGE P ROGERS	06/30/2013

BOARD OF WATER COMMISSIONERS - *APPOINTED BY TOWN MANAGER*

3 - year term

ELIZABETH A DENLY	06/30/2011
CAROLYN JERZYLO	06/30/2011
HUGH C MAGUIRE	06/30/2012
LESLIE A THOMAS	06/30/2013

BUDGET SOLUTION TASK FORCE - *APPOINTED BY JOINT - BOARD OF SELECTMEN/SCHOOL COMMITTEE*

until task is complete

JUDITH E CULVER	SCHOOL COMMITTEE
DAVID A KEELE	SCHOOL COMMITTEE
MARK D KOST	FINANCE COMMITTEE
INGRID M NILSSON	FINANCE COMMITTEE
BILL OLSEN	SCHOOL SUPERINTENDENT
ANDREA PERANER-SWEET	BOARD OF SELECTMEN
MICHAEL A PRINCI	FINANCE COMMITTEE
JODI ROSS	TOWN MANAGER
JIM SULLIVAN	BOARD OF SELECTMEN
DENNIS WRONA	FINANCE COMMITTEE

BUILDING COMMISSIONER - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

MATTHEW HAKALA	06/30/2011

BURIAL AGENT FOR DECEASED SOLDIERS - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

TERRY M STADER	06/30/2011

BYLAW REVIEW COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

AMBER D BROWN	06/30/2013
DAVID B CHANDLER	06/30/2012
LYNN L COHEN	06/30/2011

Ex-officio member

KAARI MAI TARI

CAPITAL PLANNING COMMITTEE - *APPOINTED BY TOWN MANAGER*

until task is complete

ARTHUR F BENOIT
JOHN H CUNNINGHAM
MARK D KOST
THOMAS J MAHANNA
SUZANNE MARCHAND
BILL OLSEN
JODI ROSS
JIM SULLIVAN
VALERIE A WORMELL

COMMUNICATIONS ADVISORY COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

1 - year term

DAVE LEVY	06/30/2011
JIM SILVA	06/30/2011
TONY VACCA	06/30/2011

COMMUNITY PRESERVATION COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

JOHN P CUNNIFFE	HISTORICAL COMMISSION	06/30/2012
MARILYN FRANK	CONSERVATION COMMISSION	06/30/2013
KEN HANLY	PARKS & REC COMMISSION	06/30/2012
SCOTT HAZELTON	HOUSING AUTHORITY	06/30/2012
KATHLEEN A HEALY	AT LARGE	06/30/2012
KATE HOLLISTER	PLANNING BOARD	RESIGNED
CHRISTINE M MACMILLAN	AT LARGE	06/30/2012
ELIZABETH MICHAUD	AT LARGE	06/30/2013

CONSERVATION COMMISSION - *APPOINTED BY BOARD OF SELECTMEN*

2 - year term

JOHN H CUNNINGHAM	06/30/2012

3 - year term

BRIAN DOUGLAS	06/30/2011
ERIC FAHLE	06/30/2011
MARILYN FRANK	06/30/2013
JAMES S GOZZO	06/30/2011
ANN R JEFFERIES	06/30/2012
PETER H MAHLER	06/30/2013

CONSTABLE -*APPOINTED BY ADMINISTRATIVE APPOINTMENT*

3 - year term

PATRICIA L DUBEY	06/30/2012
KAARI MAI TARI	06/30/2012

COUNCIL ON AGING - *APPOINTED BY TOWN MANAGER*

3 - year term

NANCY J COOK	06/30/2013
HELENA M CROCKER	06/30/2013
DOROTHY H HALL	06/30/2013
CECILIA HEALY	06/30/2013
PATRICIA A HOLMES	06/30/2013
GEORGE P ROGERS	06/30/2012
ROBERT P TIERNEY	06/30/2012

CULTURAL COUNCIL - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

BARBARA W BERGIN	06/30/2012
NORMAN BRISTOL	06/30/2012
CELESTE FALCONE	06/30/2012
MARY D LYMAN	06/30/2012
CHRISTINE ROBINSON	06/30/2011

6 - year term

ALICE D PHALEN	06/30/2011
STEPHEN E PIXLEY	06/30/2011
AURORA N WINTERS	06/30/2011

EAST BOSTON CAMPS ADVISORY GROUP- *APPOINTED BY CONSERVATION COMMISSION*

until task is complete

ROBERT BOONSTRA
PAUL CULLY
DOUGLAS DESCHENES
MARILYN FRANK
JAMES S GOZZO
PETER H MAHLER
ANDREA PERANER-SWEET
LESLIE A THOMAS

EMERGENCY MANAGEMENT AGENCY - *APPOINTED BY TOWN MANAGER*

1 - year term

JOE TARG	06/30/2011
TIM WHITCOMB	06/30/2011

ENERGY COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

JONATHAN ASH	06/30/2012
STEVE DARDINSKI	06/30/2013
STEVEN ESPOSITO	06/30/2012
JEFFREY GELLER	06/30/2013
HALE POWELL	06/30/2011
THOMAS M ROSE	06/30/2013
STEVEN SPARROW	06/30/2013
FUAT ULER	06/30/2013

FINANCE COMMITTEE - *APPOINTED BY MODERATOR*

1 - year term

MATTHEW LEWIN	06/30/2012

3 - year term

ELLEN DOUCETTE	06/30/2013
JEANNE M DRULA	06/30/2013
AL HERGET	06/30/2012
MARK D KOST	06/30/2011
INGRID M NILSSON	06/30/2013
ROSE O`DONNELL	06/30/2012
MICHAEL A PRINCI	06/30/2011
DENNIS WRONA	06/30/2011

HISTORICAL COMMISSION - *APPOINTED BY BOARD OF SELECTMEN*

3- year term

SALLY BENEDICT	06/30/2011
JOHN P CUNNIFFE	06/30/2011
PHIL GILBERT	06/30/2011
DAVID G GUTBROD	06/30/2013
BRADLEY HEATH	06/30/2011
CONRAD HINCKLEY	06/30/2013
JOHN P MANGAN	06/30/2011
ROBERT E STAFFORD	06/30/2011
JAMES ZEGOWITZ	06/29/2012

INSPECTOR OF WIRES - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

GARY BELINSKI	06/30/2011

INSURANCE ADVISORY COMMITTEE - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

until task is complete

DIANNE CLOUTIER
MICHAEL CROTEAU
JOHN EMANOUIL
MARILYN FRANK
RUTH FREEMAN
SUZANNE MARCHAND
JOAN MITCHELL
GLEN ROBINSON

LOWELL REGIONAL TRANSIT AUTHORITY - *APPOINTED BY BOARD OF SELECTMEN*

until task is complete

BERNADETTE ANN DUREAU
LAURA MATHIS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT -*APPOINTED BY MODERATOR, SCHOOL COMMITTEE AND BOARD OF SELECTMEN*

3 - year term

MARK DESROCHERS	03/31/2013
JOAN O'BRIEN	03/31/2013
RAYMOND RIDDICK	03/31/2011

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENT - *APPOINTED BY BOARD OF SELECTMEN & PLANNING BOARD*

1 - year term

ROBERT S JEFFERIES	06/30/2011
FRED PALMER	06/30/2011
JIM SILVA	06/30/2011

PARKERVILLE SCHOOLHOUSE COMMITTEE - *APPOINTED BY TOWN MANAGER*

3 - year term

HEIDI C HATKE	06/30/2012
CHARLES KENNEDY	06/30/2012
JUNE W KENNEDY	06/30/2012
FLORENCE MICHAELIDES	06/30/2012
BONNIE OLIPHANT	06/30/2011
ROGER PLAISTED	06/30/2012
JOHN A WILDER	06/30/2012

PARKING CLERK - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

KAARI MAI TARI	02/26/2011

PARKS AND RECREATION COMMISSION - *APPOINTED BY TOWN MANAGER*

1 - year term

CINDY FREUD	06/30/2011

3 - year term

COLLEEN M BARISANO	06/30/2012
AUGUSTUS BICKFORD	06/30/2011
KEVIN A CAVISTON	06/30/2013
KEN HANLY	06/30/2012
JOHN W MCNAMARA	06/30/2012
CAROLYN K METCALF	06/30/2012

PEDESTRIAN SAFETY COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN* ***until task is complete***

SUZANNE BURGESS
LOUIS-CHARLES D COOK
PETER N EWING
KAREN HUDSON
TOM O'DONNELL
BALA PARTHASARATHY

PERMANENT SCHOOL BUILDING COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN* ***until task is complete***

ARTHUR F BENOIT	26 COUNTRY RD
STEVEN K BRIERLEY	16 PHILLIPS DR
KAREN CAVANAGH	8 DEMPSEY WAY
THOMAS E ELLIS	5 CHICORY RD
ANGELA HARKNESS	15 CASTLE RD
ROBERT S JEFFERIES	11 BOSTON RD
KENNETH H MORGAN	4 DUTCHMAN LN
MICHAEL G MULLIGAN	32 HILDRETH ST
GEORGE E MURRAY	14 HEYWOOD RD
KIRK WARE	5 GRANADA DR
VICTOR WEISENBLOOM	25 CHIPPEWA ROAD

PERMANENT TOWN BUILDING COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

2 - year term

MORGAN D FANNON	06/30/2012
GARY LAVELLE	06/30/2012
KIRK WARE	06/30/2012

3 - year term

KAREN A CAVANAGH	06/30/2011
NANCY J COOK	06/30/2012
PAUL L DAVIES	06/30/2012
THOMAS J MAHANNA	06/30/2011

PERSONNEL ADVISORY COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

JERRY G BERKOWITZ	06/30/2012
SUSAN M FLINT	06/30/2012
ELIZABETH MICHAUD	06/30/2012

PLUMBING AND GAS INSPECTOR - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

MICHAEL MUISE	06/30/2011

RECORDS AND ARCHIVES COMMITTEE - *APPOINTED BY TOWN MANAGER*

3 - year term

ELLEN S HARDE	06/30/2013
PAT LOUCH	07/01/2011
SANDY MARTINEZ	06/30/2013
VIRGINIA MOORE	06/30/2013
BOB OLIPHANT	06/30/2013
KAARI MAI TARI	06/30/2011

RECYCLING COMMISSION - *APPOINTED BY TOWN MANAGER*

3 - year term

ANDREW A BERGAMINI	06/30/2012
ALAN BUGOS	06/30/2013
KRIS ERICKSON	06/30/2013
ELLEN S HARDE	06/30/2012
JOAN KEANE	06/30/2012
CHARLES STARK	06/30/2013
BARBARA D THERIAULT	06/30/2011

REGISTRARS OF VOTERS - *APPOINTED BY BOARD OF SELECTMEN*

3-year term

PHILIP R MCGEE	05/31/2011
ALISA NAKASHIAN-HOLSBE	06/30/2012
SHEILA TUCKE	06/30/2013

Ex-officio member

KAARI MAI TARI

TAX COLLECTOR - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

CHERYL ACCARDI	06/30/2011

TAX POSSESSION SALE COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

3 - year term

ERNEST H HYDE	06/30/2013
DARRIN H WIZST	06/30/2013

TOWN CLERK - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

3 - year term

KAARI MAI TARI	05/31/2012

ASSISTANT TOWN CLERK - *APPOINTED BY ADMINISTRATIVE APPOINTMENT*

1 - year term

PATRICIA L DUBEY	06/30/2011

TOWN FOREST COMMITTEE - *APPOINTED BY TOWN MANAGER*

3 - year term

RICHARD J BARRETT	06/30/2013
HUGH C MAGUIRE	06/30/2013

T.R.E.A.D. COMMITTEE - *APPOINTED BY TOWN MANAGER*

3 - year term

NANCY J COOK	06/30/2012
TIMOTHY J DONOVAN	06/30/2012
DOROTHY H HALL	06/30/2012
DIANE L HOLMES	06/30/2012
SUZANNE MARCHAND	06/30/2012

TREE WARDEN - *APPOINTED BY TOWN MANAGER*

1 - year term

RICHARD J BARRETT	06/30/2011

UNACCEPTED ROAD STUDY COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

1 - year term

CHRIS BARRETT	06/30/2011
GLORIA BENSCH	06/30/2011
BRUCE E HARATY	06/30/2011
ROBERT C DOOLEY JR	06/30/2011
DENNIS J GALVIN	06/30/2011
AL HERGET	06/30/2011
ROBERT S JEFFERIES	06/30/2011
MATTHEW LEWIN	06/30/2011
FRED PALMER	06/30/2011
KEN WEISS	06/30/2011
VALERIE A WORMELL	06/30/2011

VETERANS SERVICE OFFICER - *APPOINTED BY TOWN MANAGER*

1 - year term

TERRY M STADER	06/30/2011

WATER BYLAW STUDY COMMITTEE - *APPOINTED BY BOARD OF SELECTMEN*

1 - year term

THOMAS ARRIA	07/01/2011
ROBERT CREEGAN	07/01/2011
JOHN CUNNINGHAM	07/01/2011

JEANNE M DRULA	07/01/2011
MARILYN FRANK	07/01/2011
HUGH MAGUIRE	07/01/2011
MADONNA MCKENZIE	07/01/2011
JIM SULLIVAN	07/01/2011

ZONING BOARD OF APPEALS - *APPOINTED BY BOARD OF SELECTMEN*

5 - year term

MARK T CONLON	06/30/2011
DAVID R EARL	06/30/2015
JAY ENIS	06/30/2014
ROBERT C HERRMANN	06/30/2014
JAMES KAZENIAC	06/30/2011
SCOTT D MACKAY	06/29/2011
PAUL MACMILLAN	06/30/2011
CHRIS ROMEO	06/30/2011

General Meeting Times for Boards & Committees

Board/Committee	Day of the Month	Time	Location
Affordable Housing Committee	2nd Wednesday	7:15 am	Town Hall
Affordable Housing Trust Fund	2nd Tuesday	7:30 am	Police Station Chief's Conference Room
Board of Health	2nd & 4th Monday	7:00 pm	Town Hall
Board of Selectmen	2nd & 4th Tuesday	7:30 pm	Town Hall
Bylaw Review Committee	1st and 3rd Tuesday	7:30pm	Town Hall
Capital Planning Committee	Friday Mornings (no set schedule)	8:30 or 9:30am	Town Hall
Cemetery Commission	2nd Wednesday in Jan, Apr, July, Oct	8:00 am	Pine Grove Cemetery Office
Communication Advisory Committee	4th Tuesday	7:00 pm	Fletcher Library Mary Atwood Room
Conservation Commission	2nd & 4th Wednesday	7:30 pm	Town Hall
Council on Aging	2nd Wednesday	4:00 pm	Cameron Senior Center
Energy Committee	1st & 3rd Monday	7:00pm	Police Station Training Room
Historical Commission	3rd Wednesday	7:00 pm	Museum Cottage
Housing Authority	2nd Thursday	7:00 pm	Alternates between 7 Cross St. and 65 Tadmuck Rd.
Library Trustees	1st Monday	7:30 pm	Fletcher Library
Nashoba Valley Technical High School	2nd Tuesday	7:30 pm	Nashoba Valley Technical High School
Parks & Recreation	1st Monday	7:00 pm	Town Farm Building
Permanent Town Building Committee	Every other Wednesday	7:00 pm	Cameron Senior Center
Planning Board	1st & 3rd Monday	7:30 pm	Town Hall
Recycling Commission	2nd Thursday	7:00 pm	Roudenbush Community Center
School Committee	Every other Monday	7:30 pm	Millennium
Tax Possession Sale Committee	3rd Thursday	5:00pm	Town Hall
Water Commission	1st & 3rd Wednesday	5:30 pm	Water Dept. Operation Center
Zoning Board of Appeals	3rd Wednesday	7:00 pm	Town Hall

Every effort is made to keep the meeting postings up to date on the online Town Clerk's Meeting Posting page at www.westfordma.gov.

Special State Election

January 19, 2010

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Senator in Congress (Vote for One)							
Blanks	2	1	0	2	2	0	7
Scott P. Brown	1005	948	1054	962	1014	954	5937
Martha Coakley	592	603	662	706	766	559	3888
Joseph L. Kennedy	12	8	8	8	8	13	57
Write Ins	0	0	0	0	1	1	2
TOTALS	1611	1560	1724	1678	1791	1527	9891
Precinct Totals:	1611	1560	1724	1678	1791	1527	9891
Total Voter Turnout	1611	1560	1724	1678	1791	1527	9891
Total Voter Enrollment	2434	2416	2577	2500	2734	2398	15059
Total % Voter Turnout	66.19%	64.57%	66.90%	67.12%	65.51%	63.68%	65.68%

Annual Town Election

May 4, 2010

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Board of Selectmen (3 Year Term) - Vote for 2							
Blanks	47	35	41	44	46	50	263
Robert S. Jefferies	78	81	82	100	98	76	515
Andrea Peraner-Sweet	87	90	87	108	101	80	553
Write Ins	6	0	2	2	1	2	13
TOTALS	218	206	212	254	246	208	1344
Board of Health (3 Year Term)-Vote for 2							
Blanks	48	29	46	61	54	43	281
Susan M. Hanly	86	88	89	99	101	87	550
Jillian Lee Lokere	84	88	77	94	91	78	512
Write Ins	0	1	0	0	0	0	1
TOTALS	218	206	212	254	246	208	1344
Library Trustees (3 Year Term) - Vote for 2							
Blanks	39	16	30	34	33	46	198
Elizabeth S. Diercks	68	69	74	93	91	68	463
John E. Wrobel, Jr.	68	69	77	84	93	61	452
Richard Lewan	43	51	31	43	29	32	229
Write Ins	0	1	0	0	0	1	2
TOTALS	218	206	212	254	246	208	1344
Planning Board (5 Year Term) - Vote for 1							
Blanks	17	16	24	28	23	12	120
Dennis J. Galvin	90	85	81	98	99	91	544
Write Ins	2	2	1	1	1	1	8
TOTALS	109	103	106	127	123	104	672
School Committee (3 Year Term) - Vote for 2							
Blanks	56	24	37	54	48	48	267
Arthur F. Benoit	81	90	85	102	101	78	537
Judith E. Culver	81	92	89	97	97	82	538
Write Ins	0	0	1	1	0	0	2
TOTALS	218	206	212	254	246	208	1344
Total Registered Voters	2479	2431	2589	2512	2755	2416	15182
Precinct Totals:	109	103	106	127	123	104	672
Total Voter Turnout	4.4%	4.2%	4.1%	5.1%	4.5%	4.3%	4.4%

Democratic Party State Primary

September 14, 2010

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Governor (Vote for One)							
Blanks	43	57	60	30	66	53	309
Deval L. Patrick	149	146	182	174	228	106	985
Misc. Write Ins	2	0	1	3	2	1	9
Charlie Baker	1		1	2	1	1	6
Tim Cahill	1			1	1	1	4
TOTALS	196	203	244	210	298	162	1,313
Lieutenant Governor (Vote for One)							
Blanks	47	52	57	31	60	47	294
Timothy P. Murray	149	150	187	179	238	113	1,016
Misc. Write Ins	0	1	0	0	0	2	3
TOTALS	196	203	244	210	298	162	1,313
Attorney General (Vote for One)							
Blanks	50	39	50	27	55	54	275
Martha Coakley	145	164	194	183	242	107	1,035
Misc. Write Ins		0	0	0	1	1	2
James McKenna	1						1
TOTALS	196	203	244	210	298	162	1,313
Secretary of State (Vote for One)							
Blanks	44	44	51	30	55	41	265
William Francis Galvin	152	159	193	180	243	120	1,047
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313
Treasurer (Vote for One)							
Blanks	33	33	46	47	51	29	239
Steven Grossman	100	101	114	110	149	67	641
Stephen J. Murphy	63	69	84	53	98	65	432
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313
Auditor (Vote for One)							
Blanks	27	19	34	31	39	22	172
Suzanne M. Bump	89	96	124	108	142	70	629
Guy William Glodis	41	58	57	46	67	48	317
Mike Lake	39	30	29	25	50	21	194
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313

Representative in Congress (Vote for One)							
Blanks	40	48	39	24	58	44	253
Nicola S. Tsongas	155	155	204	184	239	115	1,052
Misc. Write Ins	1	0	1	2	1	3	8
TOTALS	196	203	244	210	298	162	1,313
Councillor (Vote for One)							
Blanks	57	54	75	68	90	41	385
Marilyn M. Petitto Devaney	50	56	60	47	90	43	346
Corey A. Belanger	89	93	109	95	116	77	579
Misc. Write Ins	0	0	0	0	2	1	3
TOTALS	196	203	244	210	298	162	1,313
Senator in General Court (Vote for One)							
Blanks	4	5	10	11	9	7	46
Christian L. Doherty	68	72	93	65	108	65	471
Eileen M. Donoghue	124	126	141	134	181	89	795
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313
Representative in General Court (Vote for One)							
Blanks	32	36	42	30	43	30	213
James Arciero	164	167	202	180	255	131	1,099
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313
District Attorney (Vote for One)							
Blanks	56	57	67	48	72	51	351
Gerard T. Leone, Jr.	140	146	177	162	226	110	961
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313
Sheriff (Vote for One)							
Blanks	66	65	70	59	90	51	401
James V. DiPaola	130	138	174	151	208	110	911
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	196	203	244	210	298	162	1,313
Total Eligible Registered Voters	2,464	2,428	2,578	2,525	2,707	2,407	15,109
Democratic Pct Totals:	196	203	244	210	298	162	1,313
D, L & R Pct Totals	439	437	478	449	519	373	2,693
Total Voter Turnout	17.82%	18.00%	18.54%	17.78%	19.17%	15.50%	17.82%

Libertarian Party State Primary

September 14, 2010

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Governor (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Lieutenant Governor (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Attorney General (Vote for One)							
Blanks	1				3		4
Misc. Write Ins	1				0		1
TOTALS	2	0	0	0	3	0	5
Secretary of State (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Treasurer (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Auditor (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Representative in Congress (Vote for One)							
Blanks	2				2		4
Misc. Write Ins	0				1		1
TOTALS	2	0	0	0	3	0	5

Councillor (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Senator in General Court (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Representative in General Court (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
District Attorney (Vote for One)							
Blanks	1				3		4
Misc. Write Ins	1				0		1
TOTALS	2	0	0	0	3	0	5
Sheriff (Vote for One)							
Blanks	2				3		5
Misc. Write Ins	0				0		0
TOTALS	2	0	0	0	3	0	5
Total Eligible Registered Voters	2,464	2,428	2,578	2,525	2,707	2,407	15,109
Libertarian Pct Totals:	2	0	0	0	3	0	5
D, L & R Pct Totals	439	437	478	449	522	373	2,698
Total Voter Turnout	17.82%	18.00%	18.54%	17.78%	19.28%	15.50%	17.86%

Republican Party State Primary

September 14, 2010

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Governor (Vote for One)							
Blanks	16	23	22	19	17	18	115
Charles D. Baker	220	204	210	211	197	185	1,227
Misc. Write Ins		1				4	5
Scott Lively	5	5	2	9	6	4	31
Deval Patrick		1					1
Tim Cahill					1		1
TOTALS	241	234	234	239	221	211	1,380
Lieutenant Governor (Vote for One)							
Blanks	38	47	40	34	39	31	229
Richard R. Tisei	198	181	192	194	174	174	1,113
Misc. Write Ins		1		1		2	4
Keith Davis	5	5	2	10	8	4	34
TOTALS	241	234	234	239	221	211	1,380
Attorney General (Vote for One)							
Blanks	189	198	198	180	173	162	1,100
Misc. Write Ins		1	4	3	4	4	16
James McKenna	42	27	28	45	30	42	214
Guy Carbonne	10	7	4	11	12	3	47
Martha Coakley		1			2		3
TOTALS	241	234	234	239	221	211	1,380
Secretary of State (Vote for One)							
Blanks	55	64	43	57	48	46	313
William C. Campbell	186	170	191	182	173	164	1,066
Misc. Write Ins	0	0	0	0	0	1	1
TOTALS	241	234	234	239	221	211	1,380
Treasurer (Vote for One)							
Blanks	52	55	45	47	48	42	289
Karyn E. Polito	189	179	189	192	173	169	1,091
Misc. Write Ins	0	0	0	0	0	0	0
TOTALS	241	234	234	239	221	211	1,380

Auditor (Vote for One)							
Blanks	34	32	17	30	34	16	163
Mary Z. Connaughton	163	157	163	160	150	145	938
Kamal Jain	43	45	54	49	37	50	278
Misc. Write Ins		0	0	0	0	0	0
Guy Glodis	1						1
TOTALS	241	234	234	239	221	211	1,380
Representative in Congress (Vote for One)							
Blanks	1	3	2	4	6	2	18
Jonathan A. Golnik	89	81	102	95	91	79	537
Sam S. Meas	44	46	22	58	33	29	232
Robert L. Shapiro	9	4	7	6	15	8	49
Thomas J.M. Weaver	98	100	101	75	76	93	543
Misc. Write Ins	0	0	0	1	0	0	1
TOTALS	241	234	234	239	221	211	1,380
Councillor (Vote for One)							
Blanks	241	233	231	237	217	210	1,369
Misc. Write Ins	0	1	3	2	4	1	11
TOTALS	241	234	234	239	221	211	1,380
Senator in General Court (Vote for One)							
Blanks	72	69	58	70	60	57	386
James J. Buba	168	165	176	169	160	154	992
Misc. Write Ins	1	0	0	0	1	0	2
TOTALS	241	234	234	239	221	211	1,380
Representative in General Court (Vote for One)							
Blanks	241	231	230	237	218	209	1,366
Misc. Write Ins	0	3	4	2	3	2	14
TOTALS	241	234	234	239	221	211	1,380
District Attorney (Vote for One)							
Blanks	240	232	232	237	215	208	1,364
Misc. Write Ins			2	1	3	1	7
James McKenna	1	2		1	3	2	9
TOTALS	241	234	234	239	221	211	1,380
Sheriff (Vote for One)							
Blanks	241	231	232	236	218	210	1,368
Misc. Write Ins	0	3	2	3	3	1	12
TOTALS	241	234	234	239	221	211	1,380
Total Eligible Registered Voters	2,464	2,428	2,578	2,525	2,707	2,407	15,109
Republican Pct Totals:	241	234	234	239	221	211	1,380
D, L & R Pct Totals	439	437	478	449	522	373	2,698
Total Voter Turnout	17.82%	18.00%	18.54%	17.78%	19.28%	15.50%	17.86%

State Election

November 2, 2010

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Governor (Vote for One)							
Blanks	5	11	12	12	8	9	57
Patrick & Murray	611	560	653	712	737	564	3,837
Baker & Tisei	909	812	912	861	909	810	5,213
Cahill & Loscocco	72	100	104	82	95	102	555
Stein & Purcell	25	19	20	13	14	16	107
Write Ins	0	1	0	1	0	1	3
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Attorney General (Vote for One)							
Blanks	29	24	20	26	26	26	151
Martha Coakley	864	795	947	960	1,019	789	5,374
James P. McKenna	728	682	734	695	716	686	4,241
Write Ins	1	2	0	0	2	1	6
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Secretary of State (Vote for One)							
Blanks	66	61	78	59	58	62	384
William Francis Galvin	843	795	906	950	1,013	785	5,292
William C. Campbell	673	597	674	633	664	618	3,859
James D. Henderson	40	48	43	39	28	35	233
Write Ins	0	2	0	0	0	2	4
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Treasurer (Vote for One)							
Blanks	96	75	113	82	77	66	509
Steven Grossman	659	632	697	743	775	619	4,125
Karyn E. Polito	866	795	891	855	911	817	5,135
Write Ins	1	1	0	1	0	0	3
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Auditor (Vote for One)							
Blanks	128	138	161	117	129	102	775
Suzanne M. Bump	546	530	569	600	657	565	3,467
Mary Z. Connaughton	879	776	906	891	919	790	5,161
Nathanael Alexander Fortune	68	58	65	73	58	44	366
Write Ins	1	1	0	0	0	1	3
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Representative in Congress (Vote for One)							
Blanks	31	30	29	29	21	25	165
Nicola S. Tsongas	748	724	808	852	892	706	4,730
Jonathan A. Golnik	808	713	831	765	822	731	4,670
Dale E. Brown	28	28	24	24	22	28	154
Robert M. Clark	6	6	9	10	6	10	47
Write Ins	1	2	0	1	0	2	6
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772

Councillor (Vote for One)							
Blanks	270	231	287	252	261	219	1,520
Marilyn M. Petitto Devaney	654	619	708	725	781	626	4,113
Nichlas A. Iannuzzi	697	651	706	702	721	657	4,134
Write Ins	1	2	0	2	0	0	5
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Senator in General Court (Vote for One)							
Blanks	139	114	140	119	125	101	738
James J. Buba	700	628	694	686	696	608	4,012
Eileen M. Donoghue	673	647	774	753	822	670	4,339
Patrick A. O'Connor	107	114	93	123	120	123	680
Write Ins	3	0	0	0	0	0	3
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Representative in General Court (Vote for One)							
Blanks	446	373	452	427	419	391	2,508
James Arciero	1,162	1,109	1,243	1,243	1,329	1,091	7,177
Write Ins	14	21	6	11	15	20	87
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
District Attorney (Vote for One)							
Blanks	579	489	600	545	537	468	3,218
Gerard T. Leone, Jr.	1,029	997	1,094	1,127	1,215	1,022	6,484
Write Ins	14	17	7	9	11	12	70
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Sheriff (Vote for One)							
Blanks	359	274	329	359	299	237	1,857
James V. DiPaola	842	835	952	944	1,008	850	5,431
Michael S. Tranchita, Sr.	420	389	420	373	456	413	2,471
Write Ins	1	5	0	5	0	2	13
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Question 1							
Blanks	20	29	33	17	20	28	147
Yes	924	880	945	921	992	846	5,508
No	678	594	723	743	751	628	4,117
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Question 2							
Blanks	82	67	83	84	64	60	440
Yes	822	769	775	825	858	760	4,809
No	718	667	843	772	841	682	4,523
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Question 3							
Blanks	16	24	20	8	15	23	106
Yes	743	749	804	750	773	725	4,544
No	863	730	877	923	975	754	5,122
TOTALS	1,622	1,503	1,701	1,681	1,763	1,502	9,772
Total Registered Voters	2,515	2,446	2,588	2,546	2,744	2,436	15,275
Total Voter Turnout	64.49%	61.45%	65.73%	66.03%	64.25%	61.66%	63.97%

Annual Town Meeting
March 27, 2010

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Saturday, March 27, 2010, called to commence at 10:00 am, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the 281st meeting to order at 10:10 am.

It was VOTED unanimously to allow town staff and consultants who are not Westford voters to sit with boards and address the meeting.

It was VOTED to waive the reading of the motions and accept as the official motions the document last updated on March 25, 2010, posted to the web and filed with the Town Clerk.

Article 1. Acceptance of Town Reports
It was VOTED unanimously that the town accept the reports of town officers, boards and committees for the calendar year 2009.

Article 2. Fiscal Year 2010 Supplemental Appropriations

It was VOTED to table the motion until articles 11 and 12 were discussed.

Article 3. Fiscal Year 2009 Budget Transfers

It was VOTED unanimously to DISMISS this article under the consent agenda.

Article 2. Fiscal Year 2010 Supplemental Appropriations

It was VOTED unanimously that the Town transfer the sum of $115,000 (ONE HUNDRED FIFTEEN THOUSAND DOLLARS) from Fund 270 Receipts Reserved for appropriation-Maine Drilling & Blasting settlement for perchlorate remediation to replenish the following account for transfers made for perchlorate related expenses in Fiscal Year 2010:

131 Finance Committee, Reserve Fund

Article 4. Amendments to the Wage and Classification Plan
It was VOTED unanimously that the Town vote to amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2010

Band Change:								
Position Title	**Current Class/ Band**	**Min**	**Mid**	**Max**	*New Band*	*Min*	*Mid*	*Max*
Elder Outreach Coordinator	Hourly Class	$13.25 /hr		$17.66 /hr				
					Band 1	*$34,511*	*$41,940*	*$49,370*
Position is 20 hours per week					*Hourly equiv.*	*$17.63*	*$21.42*	*$25.22*

Article 5. Fiscal Year 2011 Operating Budget
It was VOTED that the Town appropriate the sum of $89,462,637 (EIGHTY NINE MILLION FOUR HUNDRED SIXTY TWO THOUSAND SIX HUNDRED THIRTY SEVEN DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2010 through June 30, 2011,

GENERAL GOVERNMENT

122 SELECTMEN	
Personal Services	-
Expenses	17,590
Total	17,590
123 TOWN MANAGER	
Personal Services	299,607
Expenses	31,700
Total	331,307
131 FINANCE COMMITTEE	
Personal Services	0
Expenses	7,933
Reserve Fund	192,000
Transfers Out	0
Total	199,933
132 FINANCE DIRECTOR	
Personal Services	235,929
Expenses	7,205
Audit	31,250
Total	274,384
135 TOWN ACCOUNTANT	
Personal Services	223,723
Expenses	2,900
Total	226,623
141 BOARD OF ASSESSORS	
Personal Services	208,439
Expenses	25,700
Total	234,139
145 TAX COLLECTOR	
Personal Services	188,188
Expenses	58,215
Total	246,403
151 TOWN COUNSEL	
Personal Services	0
Expenses	178,200
Total	178,200
152 HUMAN RESOURCES	
Personal Services	170,547
Expenses	12,020
Compensation Reserve	100,000
Transfers Out	0
Total	282,567
155 TECHNOLOGY	
Personal Services	296,659
Expenses	613,350
Total	910,009
161 TOWN CLERK	
Personal Services	211,683
Expenses	23,847
Total	235,530
170 PERMITTING DEPARTMENT	
Personal Services	199,683
Expenses	44,340
Total	244,023
171 CONSERVATION COMMISSION	
Personal Services	74,815
Expenses	5,750
Total	80,565
175 PLANNING BOARD	
Personal Services	70,315
Expenses	25,800
Total	96,115
176 ZONING BOARD OF APPEALS	
Personal Services	0
Expenses	5,750
Total	5,750
179 GEOGRAPHICAL INFORMATION SYSTEM	
Personal Services	101,440
Expenses	17,150
Total	118,590
192 TOWN HALL MAINTENANCE	
Personal Services	45,867
Expenses	107,150
Total	153,017
TOTAL GENERAL GOVERNMENT	3,834,745

PUBLIC SAFETY	
210 POLICE DEPARTMENT	
Personal Services	4,107,507
Expenses	415,897
Total	4,523,404
220 FIRE DEPARTMENT	
Personal Services	2,608,366
Offset from Grant	-128,540
Expenses	218,042
Offset from Grant	0
Total	2,697,868
241 BUILDING DEPARTMENT	
Personal Services	245,439
Expenses	16,697
Total	262,136
244 SEALER WEIGHTS MEASURES	
Personal Services	0
Expenses	3,000
Total	3,000
291 EMERGENCY MANAGEMENT	
Personal Services	7,000
Expenses	6,745
Total	13,745
292 ANIMAL CONTROL	
Personal Services	131,853
Expenses	11,380
Offset	-42,000
Total	101,233
294 TREE WARDEN	
Personal Services	2,000
Expenses	32,650
Total	34,650
TOTAL PUBLIC SAFETY	7,636,036
EDUCATION	
300 WESTFORD PUBLIC SCHOOLS	45,143,337
310 NASHOBA VALLEY TECH	683,262
TOTAL EDUCATION	45,826,599

PUBLIC WORKS	
410 ENGINEERING DEPARTMENT	
Personal Services	151,961
Expenses	13,850
Total	165,811
421 HIGHWAY DEPARTMENT	
Personal Services	1,304,452
Expenses	1,106,824
Total	2,411,276
427 STORMWATER MANAGEMENT	
Personal Services	0
Expenses	48,000
Total	48,000
432 RECYCLING	
Personal Services	0
Recycling Expenses	247,700
Total	247,700
433 SOLID WASTE	
Personal Services	0
Solid Waste Expenses	1,169,100
Total	1,169,100
440 SEWERAGE COLLECTION	
Expenses	4,950
Total	4,950
491 CEMETERY DEPARTMENT	
Personal Services	70,028
Expenses	17,328
Total	87,356
TOTAL PUBLIC WORKS	4,134,193
HEALTH & HUMAN SERVICES	
510 BOARD OF HEALTH	
Personal Services	357,456
Expenses	36,500
Offset-Grant	0
Total	393,956
539 ADULT SUPPORTIVE DAY CARE	
Personal Services	0
Expenses	0
Offset	0
Total	0

540 SENIOR CENTER	
Personal Services	115,410
Expenses	42,286
Total	157,696
541 COUNCIL ON AGING	
Personal Services	181,428
Expenses	68,552
Total	249,980
543 VETERANS SERVICES	
Personal Services	12,480
Expenses	15,155
Total	27,635
TOTAL HEALTH & HUMAN SERVICES	829,267
CULTURE & RECREATION	
610 LIBRARY	
Personal Services	1,094,723
Expenses	329,815
Total	1,424,538
630 RECREATION	
Personal Services	201,119
Expenses	11,866
Offset	-212,985
Total	-
650 PARKS	
Personal Services	256,900
Expenses	34,433
Offset	-52,000
Total	239,333
660 LAND MANAGEMENT	
Personal Services	0
Expenses	51,500
Total	51,500
670 HISTORICAL COMMISSION	
Personal Services	0
Expenses	15,480
Total	15,480
673 ROUDENBUSH COMM CTR	
Personal Services	0
Expenses	0
Offset	0
Total	0
692 CELEBRATIONS	
Personal Services	0
Expenses	0
Total	0
TOTAL CULTURE & RECREATIO	1,730,851
DEBT SERVICE	
DEBT SERVICE (Principal & Interest)	8,542,125
TOTAL DEBT SERVICE	8,542,125
UNCLASSIFIED	
940 OTHERWISE UNCLASSIFIED	
Expenses	-671,898
Total	-671,898
945 EMPLOYEE BENEFITS & MISC.	
Expenses	11,153,502
Total	11,153,502
TOTAL UNCLASSIFIED	10,481,604
TOTAL GENERAL FUND	83,015,420
COMMUNITY PRESERVATION FUND	
240 COMMUNITY PRESERVATION FUND	
Principal & Interest	887,819
Total	887,819
WATER ENTERPRISE FUND	
600 WATER ENTERPRISE FUND	
Personal Services	1,006,068
Expenses	1,527,885
Capital	853,952
Total	3,387,905
RECREATION ENTERPRISE FUND	
630 RECREATION ENTERPRISE FUND	
Personal Services	947,955
Expenses	264,411
Total	1,212,366
AMBULANCE ENTERPRISE FUND	
640 AMBULANCE ENTERPRISE FUND	
Personal Services	597,158
Expenses	361,969
Total	959,127
TOTAL OPERATING BUDGET	89,462,637

such sums to be expended for such purposes under the direction of the respective town officers, boards and committees and further that all items be raised and appropriated except for the following:

Fund 100 General Fund: $122,600 shall be appropriated from Overlay Surplus;

Fund 240 Community Preservation Fund: $887,819 shall be appropriated from Community Preservation Fund Fiscal 2011 Revenue;

Fund 270 Receipts Reserved for Appropriation: $15,000 shall be appropriated from Conservation Wetlands Fees;

Fund 270 Receipts Reserved for Appropriation: $49,696 shall be appropriated from Maine Drilling & Blasting Settlement for perchlorate remediation for the costs of debt service for perchlorate remediation;

Fund 600 Water Enterprise Fund: $3,318,179 shall be appropriated from Water Enterprise Revenue and $69,726 shall be appropriated from Water Enterprise Free Cash;

Fund 630 Recreation Enterprise Fund: $1,212,366 shall be appropriated from Recreation Enterprise Revenue;

Fund 640 Ambulance Enterprise Fund: $549,793 shall be appropriated from Ambulance Enterprise Revenue.

A MOTION was made and seconded to reduce the Police Dept line item to $3,936,507 to reflect state cuts to the Quinn Bill. The motion FAILED for lack of majority.

Article 6. Property Tax Exemption Increase by 100% for the Blind, Elderly and for Disabled Veterans

It was VOTED unanimously under the consent agenda that the Town accept the provisions of Chapter 73, Section 4 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, by providing for additional property tax exemptions for qualified residents who may be blind, elderly, surviving spouses or minors, or who are disabled veterans, and to continue the present percentage increase of 100%.

Article 7. Revolving Funds

It was VOTED unanimously that the Town re-authorize revolving funds under the provisions of Massachusetts General Laws Chapter 44, Section 53 E ½ for the fiscal year beginning July 1, 2010 as follows:

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Recycling Revolving	Recycling Commission	Sale of bins	Purchase of recycling supplies	$ 20,000	Available for expenditure next year
Recreation Field Maintenance .	Recreation Commission	Field-user fees/permits	Field maintenance, hiring of necessary personnel and consulting services	$150,000	Available for expenditure next year
School Parking	School Dept.	Parking fees	Maintenance and expansion of parking facilities	$ 30,000	Available for expenditure next year
School Bus/Transp.	School Dept.	User bus fees	Student transportation costs	$529,276	Available for expenditure next year

Article 8. Highway Department Chapter 90 Funds
It was VOTED unanimously that the Town appropriate any amount received by the Town under the provisions of Massachusetts General Laws Chapter 90 for the purposes of repair, construction, maintenance and preservation of the town roads and bridges and other related costs which qualify under the State Aid to Highways Guidelines adopted by the Massachusetts Highway Authority.

Article 9. Requesting Authorization for Refuse and Recyclables Collection, Transportation, and disposal Contracts in Excess of Three Years
It was VOTED unanimously that the Town authorize the Board of Selectmen to enter into contracts for refuse and recyclables collection and transportation, and disposal for a period up to five (5) years.

Article 10. Authorize Lease and Solar Power Purchase Agreement at Westford Academy
It was VOTED by a two-thirds majority that in order to allow the School Committee to lease the Westford Academy roof for solar power use, the Town transfer the Westford Academy building to the School Committee to continue to be held for school purposes and for the additional purpose of leasing a portion of the roof, and to authorize the School Committee to enter into a Solar Power Purchase Agreement with a private party and a related lease of space on the roof of Westford Academy for the purpose of installing thereon a solar energy system to provide electricity to the Academy, said Agreement and lease to be for a term up to 20 years and on such terms and conditions as the School Committee deems to be in the best interests of the Town.

Article 11. Perchlorate Expenses
It was VOTED unanimously that the Town transfer the sum of $100,000 (ONE HUNDRED THOUSAND DOLLARS) from Fund 270 Receipts Reserved for Appropriation - Maine Drilling & Blasting Settlement for perchlorate remediation for the purpose of providing funds to address associated issues regarding perchlorate contamination or any other related costs.

Article 12. Establish Perchlorate Stabilization Fund
It was VOTED unanimously that the Town transfer the sum of $170,928 (ONE HUNDRED SEVENTY THOUSAND NINE HUNDRED TWENTY EIGHT DOLLARS) from Fund 270 Receipts Reserved for Appropriation – Maine Drilling & Blasting Settlement, for the purpose of establishing a Perchlorate Stabilization Fund in accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B for the specific purpose of providing available funds for future perchlorate contamination remediation and any other related costs.

Article 13. Capital Appropriations
It was VOTED that the Town raise and appropriate the sum of $889,272 (EIGHT HUNDRED EIGHTY NINE THOUSAND TWO HUNDRED SEVENTY TWO DOLLARS) to provide for the following capital requests:

DEPARTMENT	AMOUNT	PURPOSE
Technology	$ 193,000	Virtualization project and any other related costs
Police Department	$ 54,132	Portable radios and any other related costs
Police Department	$ 109,820	Three cruisers and accessories and any other related costs
Fire Department	$ 33,000	Replace one service pickup with plow and any other related costs
Fire Department	$ 8,640	Nabnasset Fire Station drainage and tight tank and any other related costs
School Department	$ 75,000	Replace Westford Academy Boiler #2 and any other related costs
School Department	$ 40,000	Abbot Elementary School elevator-design/ADA compliance study and any other related costs
School Department	$ 90,000	Blanchard Middle School-replace 3 boilers and any other related costs
School Department	$ 75,000	Replace Robinson Elementary School Boiler and any other related costs
Highway Department	$ 150,000	Replacement of retaining wall at Main Street and Flagg Road and any other related costs
Library	$ 17,680	Aggregate building/lot/vehicle improvements and any other related costs
Historical Commission	$ 18,000	Miscellaneous repairs at Cottage and Museum and any other related costs
Engineering Department	$ 25,000	Storm Water Management study and any other related costs

and further:

That the Town transfer the following amounts from the following accounts:

Nabnasset School Construction	$ 20,646.10
Elementary Schools Construction Account	160,705.43
Westford Academy Construction Account	37,457.26
Stony Brook Middle School Construction Account	102,528.35
Highway Garage Construction Account	278,662.86

for the purpose of funding the following capital appropriation:

School Department	$600,000	Replace Nabnasset Elementary School roof and any other related costs

It was voted to TABLE the utility truck purchase for the Water Dept. until after discussion under Articles 16 & 17.

* * *

Capital Appropriations: Appropriation to Capital Stabilization Fund
Under a split motion, it was VOTED unanimously that the Town raise and appropriate the following amount for the following purpose:

DEPARTMENT	AMOUNT	PURPOSE
Capital Stabilization Fund	$ 435,728	Appropriation to the Capital Stabilization Fund

The Water Department line item for the purchase of a utility truck was tabled until after the vote under Article 16. The motion was subsequently taken off the table and passed by a majority.

Article 14. Community Preservation Committee Recommendations
That the Town, pursuant to Massachusetts General Laws, Chapter 44B, in accordance with the recommendations of the Westford Community Preservation Committee, appropriate from Community Preservation Funds the sum of $1,505,712.00 (ONE MILLION FIVE HUNDRED FIVE THOUSAND SEVEN HUNDRED TWELVE DOLLARS) as follows:

$236,612	From Undesignated Fund Balance To the Community Housing Reserve This allocation more than covers the required 10% for Community Housing	*Community Housing Reserve*
$295,100	From Undesignated Fund Balance For the 2010 Town Records Preservation Project and any other related costs	*Records & Archives Management Committee*
$ 15,000	From Undesignated Fund Balance For Phase 2A of the Bruce Freeman Rail Trail design and any other related costs.	*Westford Parks & Recreation Commission, Friends of the Bruce Freeman Trail*
$400,000	From Community Housing Fund Reserve To provide a grant to CHOICE for the purchase of the land, building, renovation and any other related costs in order to convert the property at 173 Carlisle Road into affordable housing units with preference given to Westford veterans and Westford homeless families.	*CHOICE – Chelmsford Housing Opportunities for Intergenerational and Community Endeavors, Inc.* *Sponsored by Westford and Chelmsford Housing Authority*
$354,000	From Undesignated Fund Balance For the handicap access connector to the Historical Meeting House, First Parish Church United, 48 Main Street, handicap accessible bathroom on the 2nd floor, and historical document & artifact archival room and that the town authorize the Board of Selectmen to enter into a grant agreement with the First Parish Church to authorize the Historical Commission to acquire an historical preservation restriction on the property and that the town authorize the Board of Selectmen to enter into a grant agreement with the First Parish Church to authorize the Historical Commission to acquire an historical preservation restriction on the property.	*First Parish Church United*

$190,000	From Undesignated Fund Balance To the Conservation Trust Fund for future land purchases	*Conservation Commission*
$ 15,000	From FY11 Community Preservation Revenue For administrative expenses for the Community Preservation Committee	*Community Preservation Committee*

It was VOTED by majority to amend the original motion for the First Parish Church appropriation by adding to the end the following words: "and that the town authorize the BOS to enter into a grant agreement with the First Parish Church to authorize the Historical Commission to acquire an historical preservation restriction on the property."

Article 15. Transfer Care, custody, and Control, Authorize to Enter into Lease and Grant Easement of the Frances Hill Water Tower
The following MOTION was made and seconded but FAILED for lack of majority:

To see if the Town will vote pursuant to Massachusetts General Laws Chapter 40, §15A to transfer the care, custody, management and control of the property off of Hunt Road shown on Westford Assessor's Map 33, Lot 17, from the Board of Selectmen to the Board of Water Commissioners for purposes of a standpipe site and for purposes of leasing to a telecommunications service provider to construct, operate and maintain a telecommunications facility on the existing water storage tank on said property and for access to and from said property and to construct, operate and maintain utilities necessary for the operation of the telecommunication facilities; and further to authorize the Board of Water Commissioners to enter in said lease upon such terms and conditions as the Board of Water Commissioners deem appropriate; and further to authorize the Board of Water Commissioners to convey to a telecommunications service provider and its successors and assigns, on such terms and conditions as the Board of Water Commissioners may determine, a non-exclusive easement over a portion of the property for the purposes of installing, maintaining and operating the utilities, including electric and telephone utilities necessary for the operation of the telecommunications facilities on the property and access thereto for said purposes; or take any action relative thereto..

A MOTION was made and seconded to DISMISS this article. That motion FAILED for lack of majority.

The main motion FAILED for lack of majority or the required two-thirds vote.

Article 16. Amend the Westford Town Charter
The following MOTION was made and seconded but FAILED for lack of majority:

That the Town authorize and approve the filing of a petition with the General Court of the Commonwealth to enact the following to amend the Westford Town Charter as established by the Westford Home Rule Charter Act:

1. Add a new fourth paragraph in Section 9:

The water department shall be administered by a board of three water commissioners appointed by the town manager. The water commissioners shall have exclusive charge and control of the water department and water systems. The water commissioners shall appoint a superintendent of the water department and all employees of the water department.

2. *Change Section 10(c) to add a sentence after the second sentence:*

   The terms, duration and conditions of employment of the superintendent of the water department shall be negotiated by the water commissioners.

3. *Change Section 11(d) to read:*

   to be responsible for the purchase of all supplies, materials, and equipment, except for the school department, water department and for books and other media material for libraries. The town manager shall approve the award of all contracts for all town departments (with the exception of the school department, library and water department), subject to approval of the board of selectmen;

4. *Change Section 12(g) to read:*

   to be responsible for the efficient use, maintenance and repair of all town facilities, except those under the jurisdiction of the school committee, the library trustees and the water commissioners;

5. *This amendment to the Town of Westford Charter shall be submitted to the voters of the Town of Westford for approval at the first annual election held after the passage of this Act. The question shall comply with the requirements of Massachusetts General Laws Chapter 43B, Section. 11.*

Article 17. Amend the Westford Town Charter (by Petition)
There was no motion under this article.

The following RESOLUTION was passed by a majority vote:

The Board of Water Commissioners requests a Town Management Study Committee to assess the concerns of the Water Commissioners regarding the inconsistencies between Chapter 169 Water By-laws and the Westford Home Rule Charter Act.

Article 13. Water Dept Utility Truck
It was then voted to take the Water Dept hold under Article 13 off the table.

It was VOTED the Town appropriate from Water Enterprise Free Cash the following amount for the following purpose:

Water Department	$50,000	Purchase of Utility Truck, accessories and any other related costs

Article 18. Chapter 9 – Building Department (9.4)
It was VOTED unanimously that the Town amend Chapter 9 section 9.4 of the Westford General By-Laws relating to Appeals as follows: **(added words in bold and underlined, deleted words in strikeout)**

§ 9.4. Appeals.

Whoever is aggrieved by any order, decision, or interpretation of any official of the Town charged with the administration or enforcement of ~~the State Building Code, or~~ any of its rules or regulations, may appeal to the local Board of Appeals, ~~as authorized by section 126.7 of the State Building Code~~. The entry fee for any such appeals shall be established by said board.

Article 19. Chapter 20 Sealer of Weights and Measures Fees (20.2)
It was VOTED unanimously that the Town amend Chapter 20, Section 20.2 of the Westford General By-Laws relating to Sealer of Weights and Measures fees by deleting the current text

in its entirety and replace it with the following text: **(added words in bold and underlined, deleted words in strikeout)**

Fees for the Sealer of Weights and Measures within the Town of Westford are hereby established by the Board of Selectmen, through notification and a public hearing on the matter, to cover the costs incurred for the service.

~~Fees for the sealing of weighing and measuring devices within the Town of Westford are hereby established as set forth below:~~

~~A. Each scale with a weighing capacity equal to or greater than 10,000 lbs. $100~~
~~B. Each scale with a weighing capacity of 5,000 lbs. to 9,999 lbs. $50~~
~~C. Each scale with a weighing capacity of 1,000 lbs. to 4,999 lbs. $25~~
~~D. Each scale with a weighing capacity of 100 lbs. to 999 lbs. $15~~
~~E. Each scale or balance with a weighing capacity of 10 lbs. to 99 lbs. $10~~
~~F. Each scale or balance with a weighing capacity of less than 10 lbs. $5~~
~~G. Each liquid capacity measure, except vehicle tanks, of the capacity of more than 1 gallon and measures on pumps $5~~
~~H. Each liquid measuring meter, except water meters, the diameter of the inlet pipe of which is:~~
~~1. one half inch or less~~
~~2. more than one half inch but less than one inch~~
~~3. for each such type of liquid measuring meter the diameter of which is more than one inch, the following shall apply:~~
~~$5~~
~~$10~~
~~a. vehicle tank pump~~
~~b. vehicle tank gravity~~
~~c. bulk storage~~
~~d. bulk storage user furnished certified prover~~
~~$15~~
~~$30~~
~~$50~~
~~$20~~
~~I. Each taximeter or measuring device used upon vehicles to determine the cost of transportation $10~~
~~J. Each machine or other mechanical device used upon vehicles to determine~~
~~the cost of transportation $10~~
~~K. Milk bottle or jars $4 per gross~~
~~L. Vehicle tanks used in the sale of commodities by liquid measures charged by each hundred gallons or fraction thereof $1. An additional fee of $2 per sealed indicator shall be received.~~
~~M. All weights and other measures $1 each~~

Article 20. Chapter 136 Swimming Pools (136.4)
It was VOTED unanimously that the Town amend Chapter 136 section 136.4 of the Westford General By-Laws relating to Swimming Pools by deleting the current text in its entirety.
(added words in bold and underlined, deleted words in strikeout)

~~**§ 136.4. Swimming pools** [Added 3-6-71 ATM Art. 38]~~
~~Private and commercial pools having a depth of 2 feet or more will require building permits and must comply with the building sideline and setback regulations set forth in the Zoning Bylaw of the Town.~~

~~They must be enclosed by a protective fence at least 4 feet in height with a lockable gate. Gates shall lock on closing. Gate locks must be placed on the inside of the fence. Both fence and gate lock must meet with the approval of the Inspector. Inspection will be made at excavation and after completion. Vertical stays in the fence must be not more than 2 inches apart.~~

Article 21. Chapter 90 – Earth Removal (by petition)
The article was withdrawn by a VOTE of town meeting and the following RESOLUTION was passed in lieu of the article:

Town Meeting directs the Board of Selectmen to charge the appropriate and relevant boards and staff (including the Planning Board and Board of Health), to develop Bylaws and Regulations consistent with Westford's Master Plan, to protect its citizens and maintain safe and clean neighborhoods. This effort shall involve soliciting input from community members and businesses alike and will be proposed at the next Fall* or Annual Town Meeting. These Regulations and Bylaws should respond to the intent of Article 21, Chapter 90, Earth Removal, of the Spring 2010 Annual Town Meeting held on March 27, 2010, and to study** at minimum:

(1) Imposing restrictions on overnight hours of operation,
(2) substantially reducing and/or mitigating light impact,
(3) substantially reducing and/or mitigating noise impact,
(4) substantially reducing and/or mitigating dust and all other small particulate matter impact, in a manner that promotes health and safety and quality businesses within the town.

*The word "Special" was changed to "Fall" by friendly amendment.
**The word "include" was amended to read "to study."

Article 22. Chapter 51 – Town Meetings
The following MOTION to change Sec. 51.6 of the Westford General Bylaws relating to town meetings. was made and seconded but FAILED for lack of majority:

to delete *at the request of any 20 voters attending the meeting* and replace it with *by the vote of a majority of town meeting.*

The amended bylaw would have read:

Upon any motion or amendment to a motion, the Moderator, *by the vote of a majority of town meeting*, shall direct that the vote be by secret written ballot.

Article 23. Section 3.2 – Accessory Uses
It was VOTED unanimously that the Town amend Chapter 173 section 3.2.1 of the Westford Zoning By-Law to**: (added words in bold and underlined, deleted words in strikeout)**

3.2.1 Residential Accessory Uses.
4. *Temporary Trailer.* A trailer may be used for temporary dwelling purposes during the construction, reconstruction, alteration, or repair of a permanent dwelling (not including trailer), for a period not to exceed six (6) months **by the issuance of a building permit,** or **extended** ~~additional~~ period or periods in hardship cases, but no such **extended** period of use of such trailer shall be ~~commenced,~~ continued or extended without the grant of a special permit by the Board of Appeals and after the approval of the Board of Health.

Article 24. Section 3.5 – Accessory Structures
It was VOTED unanimously that the Town amend Chapter 173 section 3.5.1 and 3.5.2 of the Westford Zoning By-Law to: **(added words in bold and underlined, deleted words in strikeout)**

> **3.5.1 Permit Required.** An accessory structure with ~~less than~~ 120 square feet **or less** of gross floor area may be erected without a building permit. An accessory structure with **more than** 120 ~~or more~~ square feet of gross floor area shall require a building permit.
>
> **3.5.2 Dimensional Requirements.** Accessory structures shall be allowed subject to the following conditions:
>
> 3. ~~Less than~~ *120 Square Feet* **or less**. An accessory structure with ~~less than~~ 120 square feet **or less** of gross floor area shall be located at least ten (10) feet from any side or rear lot line.
>
> 4. **More than** *120 ~~or more~~ Square Feet.* An accessory structure with **more than** 120 ~~or more~~ square feet of gross floor area shall be located in the side or rear yard in accordance with the Table of Dimensional and Density Regulations, Appendix C.

The main motion was AMENDED to exclude section 3.5.3 that appeared in the original motion.

Article 25. Section 4.3 – Special Dimensional Regulations
The following MOTION was DISMISSED unanimously:

That the Town amend Section 4.3.6 of the Town of Westford Zoning Bylaws; Exemptions for Substandard Lots: ***(added words in bold and underlined, deleted words in strikeout)***

4.3.6 Exemptions for Substandard Lots*: One (1) building and its accessory buildings may be erected on any lot which, at the time this Zoning Bylaw was adopted, cannot be made to conform to the area and frontage requirements in the Table of Dimensional and Density Regulations for Residence Districts* ***as long as the lot meets minimum standards set by Chapter 40A§6 of the Zoning Act for one and two family use,*** *Business and Industrial A Districts.*

Article 26. 8.2 – Floodplain Overlay District (FOD)
That the Town amend Chapter 173 section 8.2.1, 8.2.2, 8.2.6 and add section 8.2.7of the Westford Zoning By-Law to: (added words in bold and underlined, deleted words in strikeout)

> **8.2.1 Purpose.** The Floodplain Overlay District (FOD) is established~~:~~ **as an overlay district to all other districts:**
>
> 1. to protect public health, safety and general welfare;
> 2. to protect human life and property from hazards of periodic flooding;
> 3. to preserve natural flood control characteristics and the flood storage capacity of the floodplain; and
> 4. to preserve and maintain the groundwater table and water recharge areas within the floodplain.
>
> **All development in the district, including structural and non-structural activities, whether Massachusetts General Laws and with the following:**

- Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
- Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
- Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
- Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

8.2.2 District Boundaries. ~~The boundaries of the FOD are shown on the Flood Insurance Rate Map (FIRM), dated June 15, 1983, prepared by the Federal Emergency Management Agency, which represent the one-hundred-year flood elevations designated at Zone A and Zones A1 through A30. The boundaries of the floodway are shown on the Flood Boundary and Floodway Map, dated June 15, 1983, and further defined by the floodway date tables contained in the Flood Insurance Study. These two (2) maps, as well as the accompanying study, are incorporated herein by reference and are on file with the Town Clerk, the Planning Board and the Building Inspector.~~ The FOD includes all special flood hazard areas within the Town of Westford designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Westford are panel numbers 25017C0113E, 25017C0114E, 25017C0118E, 25017C0226E, 25017C0227E, 25017C0228E, 25017C0229E, 25017C0231E, 25017C0232E, 25017C0233E, 25017C0234E, 25017C0236E, 25017C0237E, 25017C0241E, 25017C0242E and 25017C0243E anticipated to be dated June 4, 2010. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the floodway data tables in Middlesex County Flood Insurance Study (FIS) report anticipated to be dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Building Inspector.

8.2.6 Special Permit Procedures.

3. Floodway Data. In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

4. Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 5 acres, within A zones.

8.2.7 Notification of Watercourse Alteration. In a riverine situation, Westford shall notify the following of any alteration or relocation of a watercourse:

1. Adjacent Communities

2. NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 600-700
Boston, MA 02114-2104

3. NFIP Program Specialist
Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110

Article 27. 62 – Wireless Communications Facility (WCF)
It was VOTED unanimously that the Town to amend Chapter 6, section 2 of the Westford Zoning Bylaw dated August 20, 2008 relating to the siting of Wireless Communications Facilities (WCF) as follows:

A. Section 6.2.3, first paragraph: Replace "Applicants shall demonstrate that they have thoroughly investigated all locations ranked higher in priority than the one they are proposing, and have selected the highest priority location possible" with "Applicants shall provide substantial written evidence that they have thoroughly investigated all locations ranked higher in priority than the one they are proposing, and have selected the highest priority location possible."

B. Section 6.2.3, second paragraph: Add a line after "A new WCF with Tower will not be located within 900 feet of an existing dwelling, school, day-care center, nursing home, or an assisted or independent living facility" that says, "A new WCF on an existing structure will not be located within 300 feet of an existing dwelling, school, day-care center, nursing home, or an assisted or independent living facility, unless the structure included one or more WCFs in existence as of March 27, 2010, or is a minimally-invasive WCF as defined in §6.2.3.2.e."

C. Section 6.2.3 subsection 2a: Replace "On an existing utility structure such as an electric transmission tower or water tower, in either case camouflaged through location, design, color, or other means to resemble a compatible architectural feature or other element of the primary structure" with "On an existing utility structure such as an electric transmission tower or water tower which is not located within 300 feet of an existing dwelling, school, day-care center, nursing home, or an assisted or independent living facility, unless the structure included one or more WCFs in existence as of March 27, 2010. In any case, the WCF must be camouflaged through location, design, color, or other means to resemble a compatible architectural feature or other element of the primary structure."

Section 6.2.9, subsection 12: Add a line after "The base of all towers shall be no closer than three hundred (300) feet to a residential zoning district boundary and/or dwelling" that says "and any new WCF shall be no closer than three hundred (300) feet to an existing dwelling, school, day-care center, nursing home, or an assisted or independent living facility, unless the structure included one or more WCFs in existence as of March 27, 2010, or is a minimally-invasive WCF as defined in §6.2.3.2.e."

A MOTION was made and seconded to replace "300 ft" with "1 mile". The motion was ruled by the Moderator to be beyond the scope of the article.

A MOTION was made and seconded to replace "300 ft" with "900 ft." The motion was WITHDRAWN because there would be no available locations in town.

Article 28. Accept Vose Hill Road as a Public Way
It was VOTED unanimously that the Town, pursuant to MGL Chapter 82, Section 21, accept Vose Hill Road (approximately 5,466 feet), as shown on a Street Acceptance Plan for Rail Tree Hill Estates as prepared by Marchionda & Associates and dated December 3, 2009 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 29. Accept Pond Road as a Public Way
It was VOTED unanimously that the Town, pursuant to MGL Chapter 82, Section 21, accept Pond Road (approximately 610 feet), as shown on a Street Acceptance Plan for Pond Road as prepared by LandTech Consultants and dated December 21, 2009 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 30. Accept Orion Way (off Tadmuck Road) as a Public Way (by Petition)
There was no motion under this article

Article 31. Authority to Lease East Boston Camps
It was VOTED unanimously that the Town authorize the Conservation Commission to lease, license or rent use of facilities at the East Boston Camps Property (located on Parcel 37 of Assessors' Map 31) for periods up to ten years and to authorize the Selectmen to file special legislation with the General Court, pursuant to Article 97, authorizing the Conservation Commission to lease, license or rent use of facilities at the East Boston Camps Property for periods up to ten years.

Article 32. Conservation Restriction on Rolling Meadows Lane
It was VOTED unanimously that the Town authorize the Conservation Commission to grant a permanent conservation restriction pursuant to Massachusetts General Laws, Ch. 184, Sections 31, 32 and 33 to a suitable, qualified organization on land under its care and custody located off Rolling Meadow Lane (Parcel 31.9 on Assessors' Map 46 and further identified as being shown as "Open Space" on a plan of land entitled "Rolling Meadows Subdivision Definitive Subdivision Open Space Development Plan of Land in Westford, Massachusetts" dated June, 1996, which plan is recorded at Middlesex North District Registry of Deeds at Plan Book 193, Plan 59), and to authorize the Selectmen to file special legislation with the General Court, pursuant to Article 97, authorizing the Conservation Commission to grant a permanent conservation restriction pursuant to Massachusetts General Laws, Ch. 184, Sections 31, 32 and 33 to a suitable, qualified organization on land under its care and custody located off Rolling Meadow Lane (Parcel 31.9 on Assessors' Map 46 and further identified as being shown as "Open Space" on a plan of land entitled "Rolling Meadows Subdivision Definitive Subdivision Open Space Development Plan of Land in Westford, Massachusetts" dated June, 1996, which plan is recorded at Middlesex North District Registry of Deeds at Plan Book 193, Plan 59).

Article 33. Conservation Restriction Lots 2 & 3 on Cowdry Hill Road
It was VOTED that the Town authorize the Conservation Commission to grant a permanent Conservation Restriction pursuant to Massachusetts General Laws, Ch. 184, Sections 31, 32 and 33 to a suitable, qualified organization on land under its care and custody located off Cowdry Hill Road being portions of Parcels 70 and 84 on Assessors' Map 29 and a portion of Parcel 12 on Assessors' Map 30 and further identified as being shown as Lots 2 and 3 on a Plan of Land entitled "Plan of Land in Westford, MA " Site address: West Street & North Main Street, Westford, Massachusetts, 01886 dated 1/30/09 and recorded at the Middlesex North District Registry of Deeds at Plan Book 229, Plan 102, and to authorize the Selectmen

to file special legislation with the General Court, pursuant to Article 97 of the Amendments to the Constitution of Massachusetts , authorizing the Conservation Commission to grant a permanent conservation restriction pursuant to Massachusetts General Laws, Ch. 184, Sections 31, 32 and 33 to a suitable, qualified organization on land under its care and custody located off Cowdry Hill Road being portions of Parcels 70 and 84 on Assessors' Map 29 and a portion of Parcel 12 on Assessors' Map 30 and further identified as being shown as Lots 2 and 3 on a Plan of Land entitled "Plan of Land in Westford, MA " Site address: West Street & North Main Street, Westford, Massachusetts, 01886 dated 1/30/09 and recorded at the Middlesex North District Registry of Deeds at Plan Book 229, Plan 102.

Article 34. Easement at Town Hall
It was VOTED unanimously that the Town authorize the Board of Selectmen to grant to Massachusetts Electric Company a perpetual right and easement for the purpose of providing service for the transmission of intelligence and the furnishing of electric service by an underground electric distribution system in, through, under, over, across and upon a parcel of land situated on the southerly side of Main Street, being more particularly shown as Parcel 46 on Assessors Map 59 and shown on a plan entitled Exhibit A on file in the Town Clerk's Office.

Article 35. Pole Easement at Cameron Senior Center
It was VOTED unanimously that the Town authorize the Council on Aging to grant to Massachusetts Electric Company a perpetual right and easement for the purpose of providing service for the transmission of intelligence and the furnishing of electric service by an underground electric distribution system in, through, under, over, across and upon a parcel of land situated on the northerly side of Pleasant Street, being more particularly shown as Parcel 53 on Assessors Map 91 and shown on a plan entitled Exhibit A on file in the Town Clerk's Office.

It was voted to adjourn the 281st Annual Town Meeting at 5:00 pm, having no further business to conduct.

A True Record: Attest
Kaari Mai Tari
Town Clerk

Special Town Meeting
October 18, 2010

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Monday, October 18, 2010, called to commence at 7:30 pm, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. At least 200 voters were in attendance as the meeting began. The total number of voters in attendance at the meeting was 294.

Prior to calling the meeting to order, the Gordon B. Seavey Award, given annually to a person or group who has been exemplary in supporting the mission of the Westford Public Schools, was presented to George Murray by School Superintendent Bill Olsen. Mr. Murray was praised for his contributions to the education community through his tenure on the School Committee 35 years ago and many years of service on the Permanent School Building Committee, bringing his intellect, voice of reason and common sense to the table. He continues to produce annual enrollment projections that are used for fiscal planning and programming, saving the town thousands of dollars.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:41 pm.

It was voted unanimously to allow Town employees and consultants who are not residents to address this meeting.

It was voted unanimously to waive the reading of the motions, accepting the written motions filed with the Town Clerk as the official motions.

It was voted unanimously to take Article 3 out of order.

Article 3: Acceptance of Chapter 188 of the Acts of 2010
It was voted that the Town accept the provisions of Chapter 188 Section 66 of the Acts of 2010 establishing and implementing an early retirement incentive program for certain employees.

Article 1: Fiscal Year 2011 Budget Adjustments
It was voted that the Town raise and appropriate the sum of $90,000 (NINETY THOUSAND DOLLARS) in order to supplement the following Fiscal Year 2011 Operating Budgets:

123 Town Manager, Expenses*	$15,000
151 Town Counsel, Expenses**	$75,000

And further

It was voted that the town transfer the sum of $68,000 (SIXTY EIGHT THOUSAND DOLLARS) from Ambulance Enterprise Free Cash in order to supplement the following Fiscal Year 2011 Operating Budget:

640 Ambulance Enterprise, Personal Services***	$68,000

* *Dept 123 for professional development of town department heads*
** *Dept 151 to offset costs for litigation for asphalt plant and perchlorate claim*
*** *Ambulance Enterprise Fund 640 to hire two new paramedics*

And further

It was voted that the town adjust the funding source for the Recreation Enterprise Fund voted under Article 5 of the Annual Town Meeting of March 27, 2010 from $1,212,366.00 from Recreation Enterprise Revenue to $1,050,000.00 from Recreation Enterprise Revenue and $162,366 from Recreation Enterprise Free Cash.

Article 2: Fiscal Year 2011 Budget Transfers
It was voted unanimously that the Town DISMISS Article 2.

Article 3 was taken out of order prior to Article 1.

Article 4: Amendments to the Wage and Classification Plan
It was voted that the Town amend the Pay Classification Plan for non-unionized municipal employees as follows:

Band Change:								
Position Title	**Current Band**	**Min**	**Mid**	**Max**	***New Band***	***Min***	***Mid***	***Max***
Director of Parks, Recreation & Cemeteries	Band 6	$59,190	$71,932	$84,675	Band 7	*$64,519*	*$78,408*	*$92,297*
Create the Following New Positions:								
Position Title	**Band**	**Min**	**Mid**	**Max**	***New Band***	***Min***	***Mid***	***Max***
Budget Director					Band 6	*$59,190*	*$71,932*	*$84,675*
Treasurer/Collector					Band 6	*$59,190*	*$71,932*	*$84,675*

Article 5
Under two separate motions duly made and seconded,

Capital Requests
It was voted unanimously

1. That the Town transfer the sum of $13,000 (THIRTEEN THOUSAND DOLLARS) from the Capital Stabilization Fund to provide for the following Capital Expenditure:
   Technology Building Roof Replacement – 1 East Prescott Street

Capital Requests & Ambulance Enterprise Fund
It was voted unanimously

2. That the Town transfer the sum of $20,000 (TWENTY THOUSAND DOLLARS) from Ambulance Enterprise Free Cash to provide for the following Capital Expenditure:

   Chest Compression System (CPR Machine) and Handheld Pulse CO-Oximeter (CO-poisoning Detector)

Article 6: Supplemental Appropriation for Town Hall Renovations and Construction
It was voted that the Town transfer the following amounts from the following accounts:

Abbot Septic	Art. 5 STM 11/01	$ 4,196.85
Day School Sewer	Art. 5 STM 11/98	$ 28,420.00
Modular School Buildings	Art. 8 STM 12/99	$ 71,566.95

for a total of $104,183.80 for the purpose of providing a supplemental appropriation for Town Hall Construction/Renovations and any other related costs.

Article 7: Reduce Amount Raised by Taxes in Fiscal Year 2011
It was voted unanimously that the Town transfer the following available funds to reduce the net amount to be raised by taxes for Fiscal Year 2011:

$45,000.00	From Receipts Reserved for Appropriation-Restitution National Grid
$68,155.72	From Fund Balance Designated for Debt Service
$47,311.22	From Fund Balance Designated for Debt Exclusion Reduction
$1,788,877.64	From Free Cash

Article 8: Accept Monetary Gift from Westnet
It was voted unanimously to DISMISS this article.

Article 9: Revolving Fund for Revenue from Lease of Town Owned Buildings and Senior Center Fitness Room
It was voted that the Town establish new revolving funds for the Fiscal Year July 1, 2010 through June 30, 2011, under the provisions of MGL, Chapter 44 Section 53 E ½ for the following:

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Lease of Town Buildings: 65 & 73 Main St 170 Plain Rd	Board of Selectmen	Lease payment and other revenues from leased properties	Costs associated with maintenance, repairs and improvements to the leased properties	$550,000	Available for expenditure next year
Senior Center Fitness Room	Council on Aging	Fees and gifts received for the Fitness Room	Fitness room maintenance supplies, equipment warranties, training, monitoring and purchase of replacement fitness equipment	$75,000	Available for expenditure next year

Article 10: Install Route 40 Water Main Extension – Perchlorate Remediation
It was voted unanimously to DISMISS this article.

Article 11: Public Use and Consumption of Marijuana General Bylaw
It was voted that the Town amend the General Bylaws by adopting a new bylaw regulating the public use and consumption of marijuana, as follows:

Chapter 124: Public Consumption of Marijuana

§124.1. Definitions
The following definitions shall apply in the interpretation and enforcement of this bylaw:
Marijuana shall mean marijuana (or tetrahydrocannabinol) as defined in Massachusetts General Laws Chapter 94C, Section 1 as amended.
Consume shall mean taking into the human body by means of inhalation, ingestion, absorption or injection.

§124.2. Public Consumption prohibited.
No person shall burn, smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol (as defined in Massachusetts General Laws Chapter 94C, Section 1, as amended) while in or upon any area owned by or under the control of the Town, including but not limited to, any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, school, school grounds, cemetery, or parking lot; or in or upon any bus or other passenger conveyance operated by a common carrier; or in or upon any place accessible to the public, including any person in a motor vehicle while it is in, or upon any public way or any way to which the public has a right of access within the Town.

§124.3. Seizure of marijuana in violation.
Any marijuana or tetrahydrocannabinol burned, smoked, ingested, or otherwise used or consumed in violation of this bylaw shall be seized, held, and disposed of in accordance with Massachusetts General Laws Chapter 94C, Section 47A.

§124.4. Identification of person(s) found in violation.
Whoever is found in violation of this bylaw shall, when requested by an official authorized to enforce this bylaw, state his or her true name and address to said official.

§124.5. Enforcement.
This bylaw may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to Massachusetts General Laws Chapter 40, Section 21, or by non-criminal disposition pursuant to Massachusetts General Laws Chapter 40, Section 21D, by the Board of Selectmen, the Town Manager, or their duly authorized agents, or any police officer.

§124.6. Penalties.
The fine for a violation of this bylaw shall be $300 for each offense. A penalty imposed under this bylaw shall be in addition to any civil penalty imposed under Massachusetts General Laws Chapter 94C, Section 32L.

An offender under the age of 18 that violates this bylaw shall be subject to forfeiture and a $100 fine, provided he or she also completes a drug awareness program which meets the criteria set forth in Massachusetts General Laws Chapter 94C, Section 32M. The parents or legal guardian of any offender under the age of 18 shall also be notified of the offense, as set forth in Massachusetts General Laws Chapter 94C, Section 32N, and informed of the drug awareness program and community service requirements. If an offender under the age of 18 fails within 1 year of the offense to complete both a drug awareness program and the required community service, the $100 fine for violation of the bylaw may be increased to $300 and the offender and his or her parents shall be jointly and severally liable to pay that amount. A fine of $300 shall also be imposed for offenders under the age of 18 for each subsequent offense of this bylaw.

And that the Town add an entry in Chapter 1, Section 1.4 of the General Bylaws, as follows:

Chapter	Enforcing persons	Offense	Fine
Chapter 124 Public Consumption of Marijuana	Selectmen, Town Manager, any police officer	1st and each subsequent offense	$300
Chapter 124 Public Consumption of Marijuana by a person Under 18 but over 14 years of age	Selectmen, Town Manager, any police officer	1st offense	$100 and complete drug awareness program

Chapter	Enforcing persons	Offense	Fine
Chapter 124 Public Consumption of Marijuana by a person Under 18 but over 14 years of age	Selectmen, Town Manager, any police officer	Failure to complete the drug awareness program and each subsequent offense	**$300**

A motion was made and seconded to change all references of $300 to $100, except in the paragraph above the fee structure. The amendment FAILED for lack of majority.

Article 12: Annual Town Report from Calendar Year to Fiscal Year
It was voted unanimously that the Town amend the General Bylaws by adding the following new chapter:

Chapter 2: Annual Town Report

§2.1 Annual Town Report on Fiscal Year.

The Board of Selectmen shall print the Annual Town Report for the period beginning July 1 and ending the following June 30 of each fiscal year.

Article 13: Re-zone Map 10 Parcel 2 – 426 Littleton Road
It was voted by a two-thirds declared majority that the Town vote in regards to the parcel known as Map 10 Parcel 2, the front portion of which is currently zoned Commercial Highway and the rear portion of which is zoned Residential, to rezone the rear Residential portion of the lot to Commercial Highway rendering the zoning on the entire parcel Commercial Highway.

ARTICLES 14 – 20: Street Acceptances
One motion duly made and seconded, it was unanimously voted:

Article 14: Vineyard Rd: That the Town, pursuant to MGL Chapter 82, Section 21, accept Vineyard Road as shown on a Street Acceptance Plan for Vineyard Road as prepared by LandTech Consultants and dated December 23, 2008 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 15: Tyler Rd: That the Town, pursuant to MGL Chapter 82, Section 21, accept Tyler Road as shown on a Street Acceptance Plan for Tyler Road as prepared by LandTech Consultants and dated December 23, 2008 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 16: Christy Lane: That the Town, pursuant to MGL Chapter 82, Section 21, accept Christy Lane as shown on a Street Acceptance Plan for Christy Lane as prepared by LandTech Consultants and dated December 23, 2008 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 17: Swedes Crossing: That the Town, pursuant to MGL Chapter 82, Section 21, accept Swedes Crossing as shown on a Street Acceptance Plan for Chestnut Hill Estates as prepared by LandTech Consultants and dated July 13, 2010 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 18: Tavern Circle: That the Town, pursuant to MGL Chapter 82, Section 21, accept Tavern Circle as shown on a Street Acceptance Plan for Chestnut Hill Estates as prepared by LandTech Consultants and dated July 13, 2010 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 19: Daniel Drive: That the Town, pursuant to MGL Chapter 82, Section 21, accept Daniel Drive as shown on a Street Acceptance Plan for Daniel Drive as prepared by Richard J. Ludwig, Jr., PLS, PE and dated March 9, 2010 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 20: Elderberry Way: That the Town, pursuant to MGL Chapter 82, Section 21, accept Elderberry Way as shown on a Street Acceptance Plan Elderberry Way as prepared by Cuoco & Cormier and dated April 8, 2009 and to authorize the Board of Selectmen to accept and or take the deed and or easement to the Town of the said way.

Article 21: Authorize Access Easement Over Map 53 parcel 91 for Owner of Map 53 Parcel 90

It was voted unanimously that the Town transfer from the Council on Aging the land located at 20 Pleasant Street for the purpose for which it is currently held to the same for the purpose for which it is currently held and for the purpose of conveyance of an easement over a portion of said land, and to authorize the said Council on Aging to convey to Thomas C. Dubey, Jr. and Patricia L. Dubey, their heirs, successors and assigns, for the benefit of their property at 30 Pleasant Street shown on Westford Assessor's Map 53, Parcel 90, a non-exclusive easement over a portion of said Town owned land at 20 Pleasant Street shown on Westford Assessor's Map 53, Parcel 91 and shown on a plan entitled " Easement Plan Cameron Senior Center," dated August 21, 2009, prepared by LandTech Consultants, for the purposes of passing and repassing and access to the Dubey land.

Article 22: Acquire Land – Map 13 Parcel 71 – Acton Road

It was voted unanimously to DISMISS this article.

Article 23: Land Transfer – Care, Custody and Control Management of the American Legion Ball Fields to Recreation Commission

It was voted unanimously that the Town, pursuant to General Laws Chapter 40, Section 15A, transfer the care, custody, control and management of the land situated Easterly off of River Street, known commonly as the American Legion Ball Fields or Graniteville Ball Fields, as shown on Westford Assessor's Map 62, Parcel 102 from the School Committee to the Recreation Commission, said land to be used permanently for the purpose of active recreation use pursuant to General Laws Chapter 45, Section 14, as it may be from time to time amended.

Resolution

It was voted that any boards or committees maintaining mitigation and similar funds report annually to town meeting.

Article 24: Request for Two Additional All Alcohol Restaurant Licenses

It was voted that the Town authorize the Board of Selectmen to petition the General Court for two (2) additional all alcohol restaurant licenses to be exercised by Westford LC, LLC at the so-called Cornerstone Development located at 83 Boston Road and 187 Littleton Road, said licenses not to be transferred to any other location; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, as printed in the Warrant under Article 24.

Article 24 as printed in the October 18, 2010 Special Town Meeting Warrant.

LIQUOR LICENSES

ARTICLE 24:	**Request for Two Additional All Alcohol Restaurant Licenses**	*Citizen's Petition*

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for two (2) additional all alcohol restaurant licenses to be exercised by Westford LC, LLC at the so-called Cornerstone Development located at 83 Boston Road and 187 Littleton Road, said licenses not to be transferred to any other location; provided, however, that the General court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, or take any action in relation thereto.

The petition for special legislation shall take the following form:

AN ACT AUTHORIZING THE TOWN OF WESTFORD TO ISSUE 2 ADDITIONAL LIQUOR LICENSES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the town of Westford may grant 2 additional licenses for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138 to Westford LC, LLC, one to be exercised at 83 Boston Road and the second to be exercised at 187 Littleton Road, located within the so-called Cornerstone Square development in said town. A license granted under this section shall be subject to all of said chapter 138 except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of the license issued under this section to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue indicting that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

Or act in relation thereto

During the discussion, a motion was made and seconded to DISMISS Article 24. The motion FAILED for lack of majority.

Having no further business to conduct, it was voted to dissolve the Special Town Meeting at 10:14 pm.

A true record: Attest
Kaari Mai Tari
Town Clerk

BOARD OF SELECTMEN

The past year has not been a year of domestic tranquility for Westford. We have experienced family tragedies due to domestic violence, and the vast downturn in our economic fortunes has placed extreme stress on all of our families, our institutions and our sense of ourselves and our community. We have regathered ourselves, rededicated our community to the defeat of domestic violence and strengthened our institutions. Our community is stronger for these past travails.

Robert Jefferies
Chair

Valerie Wormell
Vice Chair

Andrea Peraner-Sweet
Clerk

Kelly Ross
Jim Sullivan

It was a year in which the Town's budget was trimmed and kept within our means without resorting to overrides or layoffs. All Town departments cooperated in and made possible the continuation of services and maintenance of what makes Westford – Westford.

It was a year that saw:

- The election of Andrea Peraner Sweet to the Board of Selectmen. Andrea brings a wealth of experience and skill to the board and has served in the past as member and chair of the Planning Board. The Board also wishes to recognize the significant accomplishments of Nancy Rozinski as a board member who retired this year. We wish her well in future endeavors.
- The completion of renovations and expansions to both the historic Cameron Senior Center and our Town Hall. Both facilities are rebuilt with extensive upgrades to systems and well-organized and efficient operating space.
- The reorganization of our relationship with the Roudenbush Community Center. The Town, through the Request for Proposals process, established the Roudenbush as the legitimate lessor of the Roudenbush, Frost, and Old Nabnasset Elementary Schools. The lease terms will generate in excess of $500,000 in revenue and capital improvements to these buildings over the next five years.
- The sale of a Town-owned parcel on Boston Road for the development of 100% affordable housing units. These units are now under construction, culminating a 12-year attempt to create this development.
- The sale of tax-possession properties for the first time in Westford's history, resulting in almost $360,000 of new revenue to the Town.
- The negotiation of a settlement with Maine Drilling and Blasting to cover the cost of remediating the perchlorate contamination of our water source aquifer. Efforts continue to recover damages from the suppliers of blasting materials which caused the contamination.
- The completion of redesign (25% level) of the Minot's corner intersection. The project is currently slated for FY 2012 construction.
- The implementation of an Advanced Life Support ambulance service with paramedics through the Westford Fire Department. This service has already resulted in saving lives of our citizens.

The Board of Selectmen wishes to thank all Town staff, departments, committees, elected officials, our Town's numerous volunteers, and most especially the citizens and businesses of Westford for making the past year one in which, together as a community, we rose above our difficulties and completed the year with success in the tradition of our 281 years of self government.

Town Manager

Jodi Ross
Town Manager
John Mangiaratti
Assistant Town Manager
Tina Landry
Administrative Assistant

The economic downturn that continued into 2010 affected most of our lives. We endured a rise in unemployment, a softening of the housing market, an increase in local business closings, and an increase in local crime. Two Westford families were victims of tragic domestic violence events that left all of us shocked and saddened. Many felt the need to do something to help, so we responded by forming the Westford Coalition for Non-Violence which is comprised of over 60 town staff, officials and residents who came together in an attempt to both assist those in need, and to try to stop the violence. We held public forums, published pamphlets, created support groups, developed a website with valuable resources, and continue to work on events designed to assist any who may need help or information. The Westford Coalition for Non-Violence resources may be found on the town's website: www.westfordma.gov/wcnv.

In January, we hired Angus Jennings as Director of Land Use Management, to oversee our Permitting and Land Use Departments. Angus possesses years of experience in the land use field, and holds a Master's Degree in City and Regional Planning from Cornell University. Paul Murray, our Veterans Agent for many years, retired and Terry Stader was hired to replace him. John Mangiaratti was promoted to the position of Assistant Town Manager, following the resignation of Andrew Sheehan. John held the position of GIS Coordinator for the previous five years, and received a Master's Degree in Public Administration from the John McCormack Graduate School of Policy Studies at the University of Massachusetts in Boston. John has been focusing his efforts on assisting with the Town Hall renovation, coordination of the relocation of employees back into the building, and helping us become established in our newly renovated building. He also restructured the Animal Control Department, saving over $60,000. He is working on centralizing procurement, and is developing a town-wide facilities inventory and maintenance schedule.

During the year, amidst basically flat revenues, we made several conservative, fiscally-responsible decisions to reduce expenses town-wide. For the Fiscal Year (FY) 2011 budget, town departments increased their operating budgets by 1.48%, while the schools were granted an increase of 3.23%. By implementing cost-savings measures, including a spending freeze, appropriation closeouts exceeded expectations, thus leaving us total cash reserves of $5,611,633. This figure represents a reserve balance of 6.6% of our total operating budget, an important factor lending agencies consider when we are seeking to borrow for capital projects. We allocated $1,788,877 from Free Cash to balance our FY11 budget at our October Town Meeting, which represented a *reduction* of Free Cash usage, specifically $265,053 less than in FY10. In light of the current economic climate, we were pleased to achieve this result.

The Capital Planning Committee worked diligently to create a five-year capital plan, with an estimated $13,000,000 worth of projects that are being considered. We created a Capital Stabilization Account in 2009, which has a current balance of $773,822. We anticipate these funds may be used to offset capital expenses in FY12.

The town experienced a significant increase in utilization of our health insurance plan, and the addition of 75 new enrollees. The majority of new enrollees were not new employees, but rather a result of private sector workers losing their coverage and moving onto their spouse's town plan. Because of this, Westford earned a 23% premium increase in November; however, due to a subsidy through the Massachusetts Interlocal Insurance Association (MIIA) Trust Fund, our premium was capped at a 13% increase as opposed to 23%. We presented ideas for health plan design changes to the Board of Selectmen, and are working with the Insurance Advisory Committee to negotiate changes with town and school employees, and retirees. If these plan design changes are approved, we estimate a savings of over $500,000 next year.

To take advantage of further cost-saving measures, the Board of Selectmen and Town Meeting approved an early retirement bill by reorganizing the Finance Department and allowing the retirement of the Finance Director/Treasurer and Tax Collector. After these retirements, we will combine the Treasurer/Collector positions into one, and promote the Finance & Budget Analyst to become Budget Director. This, coupled with the retirement of a Fire Lieutenant and Fire Dispatcher, will enable us to achieve savings of $244,946 over the next three years.

With the assistance of the ad hoc public works committee, spearheaded by Selectman Val Wormell and Finance Committee member Mark Kost, we took several steps to streamline procurement in town. We negotiated lower tipping fees with our trash contractors. We installed solar panels on the Stony Brook School to reduce electricity charges. The town and schools bargained union contracts to expire on June 30, 2011, to enable us to evaluate our financial situation before committing to increases. We began to receive new revenue from our permitting software sales developed by our IT department. The Tax Possession Sale Committee coordinated the auction of several tax title properties for the first time in Westford's history, bringing in $359,582 in new revenue. We also reduced staff through attrition. All of these measures helped us avoid significant reduction in town services.

With the support of the Board of Selectmen, the Fire Department began the process of providing paramedic-level services, which dramatically improved the response time of our ambulance service and raised the level of medical assistance we provide to our residents. The Ambulance Enterprise Account is estimated to increase revenue due to the implementation of the Advanced Life Support (Paramedic) Department and, according to a recent analysis, this will help the Ambulance Enterprise reduce its dependence on a General Fund subsidy by FY14.

The town has been actively managing perchlorate contamination of both town and private wells, which was discovered in 2004. Many measures have been and continue to be taken in an attempt to control the spread of the plume, guard against any further contamination of wells and the aquifer, and purify the water already contaminated. The town approved a $2.5 million appropriation that will bring the Stepinski well on line in 2010, install a water main to the Nutting treatment plant, upgrade the Cote well, and construct a new treatment plant capable of treating the additional flow. We were awarded 2% financing with principal forgiveness of $485,614 after applying for a grant from the Water Pollution Abatement Trust. We also successfully negotiated a $1 million settlement with Maine Drilling and Blasting, Inc. to help offset the cost of remediation.

After years of discussion and planning by the Affordable Housing Committee and many others, the town awarded a contract to Boston Road Homes, LLC for the construction of a Boston Road affordable housing development on town-owned land. This exciting development will contain approximately 20 cottage-style homes which are currently under construction.

The Cameron Senior Center reopened in June followed by the Town Hall in December. The Permanent Town Building Committee did a tremendous job of coordinating both projects, and as of the end of 2010, both were under budget in costs. Both expanded, renovated buildings are beautiful, as well as functional, and the occupants and visitors are very pleased with the final result. Thank you to all residents for supporting these projects. We are pleased that these projects enabled us to maintain the historic character of the buildings while providing the occupants with modern conveniences.

We continue to examine every department for possible cost savings, and challenge our department heads to use all financial resources available while preparing their budgets. This continues to be a challenging economic climate for all of us, but we are enthusiastic about embracing it, and presenting a balanced budget to carefully manage the town, maintain the level of services our residents expect, and carefully control our resources to protect our town for now and into the future. There are still many projects in the pipeline that also need to be addressed including Minot's Corner intersection improvements, the continuing perchlorate

remediation costs, the town's unaccepted roads, and increased legal costs due to special circumstances – such as defense of the Planning Board's decision to deny the asphalt plant.

Transparency, honesty, and communication are all key to successful municipal operations and we remain committed to being open, responsive, truthful, and actively engaged in sharing as much information as possible. We publish a monthly Town Manager's Newsletter, we are now on Twitter, we have streaming video of public meetings, and we are continuously looking for methods to improve communication between the town departments, boards and committees, and our residents. We are committed to providing the best possible service to our residents and the general public.

After 2½ years as your Town Manager, I continue to be delighted by the volunteerism in Westford. Westford residents are very involved in the operation of our town, and your input is necessary, your enthusiasm contagious. Virtually all Westford town employees are very dedicated to our town, and they are among the most talented and effective employees that I have seen. These are just some of the reasons that Westford is such a very special place in which to live and work. I remain dedicated to doing my best to help manage the future growth, finances, staff, and services of our town. Please be sure you subscribe to our website www.westfordma.gov so you may stay informed of the happenings in town.

In closing, I would like to thank all town officials, department heads, town employees, and resident volunteers who serve our town. Thank you to the members of the Board of Selectmen and the Finance Committee, for all of your efforts, hours of service, and your continued support of me in my role as Town Manager. I look forward to working with all of you as we begin a new year.

Affordable Housing Committee

Paul Culley
Chair
Diane Holmes
Vice Chair
Rob Downing
Ann Eno
Mary Lynn Galgano
Scott Hazelton
Jim Silva
Chris Pude
Staff

The goal of the Affordable Housing Committee is two-fold: to attempt to provide diversification in housing opportunities in the Town of Westford while trying to meet the State's mandate that 10% of the town's housing stock be affordable to low and moderate income households. Once again, calendar year 2010 was a year of research, analysis, challenge, and subsequently success for the Committee and for the community. Following are the major highlights of 2010.

Ongoing Projects:

Boston Road: After many years of planning and negotiating, the 100% – *all affordable* – project on Boston Road is becoming a reality. Permitting was completed in 2010 and the ground breaking ceremony occurred in the fall. This project of 20 single family homes, with all units being truly affordable, in a village setting, is a first for Westford – a truly landmark project which is a unique collaboration of the Town, State, and a private developer. The Affordable Housing Committee believes this project will help pave the way for similar projects in Westford and in the region.

Stony Brook II: The first phase of the Stony Brook residential complex, built by the nonprofit group Common Ground Development Corp. (CGDC), was completed in 2006 at which time 15 rental residential condominium units were officially opened and became known as the William D. Coakley Residences at Stony Brook. In 2009 CGDC approached the Affordable Housing Committee seeking support for the second phase at Stony Brook. The current plan for this second phase would result in the addition of 36 townhouse units at Stony Brook. Representatives of CGDC have appeared before the Town's various boards and expect to complete permitting early in 2011.

Tadmuck Meadows: This is a 40B project that resurrected the previous permitting for this site and made changes to the project that were successfully reviewed by the appropriate boards and committees in 2010. The site is on the south side of Littleton Road, across from the senior housing. Now fully permitted, it awaits ground breaking and the actual building of units.

Veterans Housing: This plan would call for the renovation of the building on the corner of Acton and Carlisle Roads (the building originally known as Tara Hall). This development would produce affordable housing for returning military personnel who are in need of housing. The Affordable Housing Committee is partnering with the Chelmsford Housing Authority and the Westford Housing Authority to make this project happen, and it is currently through the permitting process and expecting final funding approval sometime in the first part of 2011.

Graniteville Woods: This 40B project began building, and the phase one units were completed in 2010. Phase one of the project contained 10 affordable units. Construction is ongoing.

Abbot Mill renovation: The Affordable Housing Committee will review the affordable component of this project at the first meeting of the committee in 2011. It is the committee's understanding that the project has finally achieved full funding and is ready to proceed with renovations.

Future Projects:

The Affordable Housing Committee is pursuing potential future projects on three separate sites on Town owned parcels.

Reviews:
Tax Possession Sale Committee: The Committee also monitors and regularly attends meetings of the Tax Possession Sale Committee in an effort to acquire additional parcels of land on which affordable housing could be constructed. We are excited about the possibility of perhaps acquiring some of the property under their care and custody as potential future affordable housing sites. An Affordable Housing Committee member, Paul Cully, has applied to fill a vacancy on the Tax Possession Sale Committee.

Master Plan Implementation Committee: The Affordable Housing Committee voted to appoint Rob Downing as their representative to the Westford Master Plan Implementation Committee.

The Affordable Housing Action Plan: The Affordable Housing Action Plan expired in 2009. In an effort to renew its original action plan which had been finalized and approved in 2004, the Affordable Housing Committee contracted with NMCOG to review our original plan and to assist us in preparing an updated version of our housing plan. It is anticipated that various meetings will be held during this process; all meetings will be open to the public, with certain meetings expressly designed to seek input from town residents. The committee is also anticipating help from the Town's new Planner, once he comes on board in 2011.

Town of Westford Fee Waiver Policy: The Affordable Housing Committee has and will pursue the waiving of permitting and Water Department fees for affordable housing projects – on a case by case basis until such time Town Staff and the committee have time to work together to draft an actual policy for Town Meeting to approve.

Financing The Preservation Of Affordable Housing: As in the past, in conjunction with the Westford Housing Authority and the Affordable Housing Trust, the Affordable Housing Committee has continued in its attempt to preserve and/or regain affordable units. The Committee is committed to not only creating additional affordable housing, but to also preserving that which already exists.

Affordable Housing Committee Membership: Staff support is expertly supplied by Christine Pude of the Westford Housing Authority. In 2010, the Affordable Housing Committee had one member, Bruce Caldwell, resign after several years of valued participation – the committee will miss his insights and contributions. The committee added one new member, Rob Downing, who brings an enormous amount of relevant professional experience to the committee. Additionally the committee has met with, and is in the process of adding, Joe Diamond to the committee at their first meeting in 2011. Finally, Diane Holmes has stepped down from Chair to Vice Chair and the committee voted Paul Cully as Chair.

Meetings: The Affordable Housing Committee meets on the second Wednesday of each month at 7:15 A. M. at the Millennium School. Meetings are posted and any interested residents are welcome to attend our meetings.

Affordable Housing Trust Fund

The Affordable Housing Trust Fund is pleased to present the Annual Report for the Town of Westford for 2010.

The Affordable Housing Trust Fund expressly thanks its outgoing Chair, Daniel Burke, for his service and contribution and wishes him well in his future pursuits. This year the committee welcomed Jacob Clayton and Christopher Romeo as Trustees.

Christopher A. Romeo
Chair

Diane Holmes
Trustee

Robert Waskiewicz
Trustee

Jacob Clayton
Trustee

James Sullivan
Trustee and Board of Selectman Representative

The Affordable Housing Trust Fund provides a funding mechanism to create and preserve affordable housing in Westford. We attempt to address affordable housing needs that would not otherwise be addressed due to considerations of timeliness and the uncertainties of the municipal budgeting process. The Trust is funded through CPA appropriations, and, in part private donations. The Trust meets periodically, and, as needed, in public sessions with the assistance of Christine Pude, Westford's Housing Director and Angus Jennings with Town Staff.

Some of the highlights in 2010 include the following:

The Affordable Housing Trust Fund provided $115,000 for feasibility testing, pre-development costs and on-going maintenance expenses for 173 Carlisle Road, Veterans Housing.

At Stony Brook II (consisting of 36 new units of family, rental housing) – the Affordable Housing Trust Fund provided $100,000 toward feasibility and pre-construction costs.

The Affordable Housing Trust Fund continued its preservation of Westford's affordable housing inventory through the purchase, renovation, and resale of an affordable unit. The Affordable Housing Trust Fund action again assured that units would not be lost forever to the private market as a result of the inability to find a qualified buyer within a limited timeframe.

The Affordable Housing Trust Fund also worked cooperatively with the Affordable Housing Committee and the Tax Possession Sale Committee (TPSC) to assure consideration of available property under TPSC control for affordable housing purposes. Toward this end, the Trust authorized the use of up to $1,500 for feasibility testing of town-owned property for potential use as affordable housing.

The work continues and we thank the taxpayers of Westford for their care and their trust in the Affordable Housing Trust Fund.

Animal Control Department

Meg Mizzoni
Animal Control Officer

Jaime Berry
Assistant Animal Control Officer

Tim Whitcomb
Assistant Animal Control Officer

The Animal Control Department is responsible for enforcement of the local animal control bylaws. The department investigates animal cruelty, dog or cat bites, vicious dog complaints, sick or injured wildlife and loose dogs. The department also conducts barn and kennel inspections, participates in educational outreach, provides advice regarding animal care and wildlife control, and operates the town kennel at 30 Beacon Street. Westford also provides animal control services to the town of Tyngsborough through an inter-municipal agreement.

Former assistant animal control officer, Meg Mizzoni was promoted to animal control officer (ACO). Jaime Berry and Tim Whitcomb remain as part time assistant animal control officers and provide emergency coverage and back up. The department reduced the daily patrol hours and now operates primarily as on-call department. This change allowed the department to reduce the operating budget significantly while maintaining a high level of service to Westford and Tyngsborough. The department adopted a new set of policies and procedures as day to day oversight and budget management of the department was placed with the assistant town manager's office. The ACOs were equipped with new mobile computers and improvements were made to the web-based animal control record keeping system. The web-based animal control record keeping system allows the ACOs to use a laptop in the van to enter response data into the system. Police dispatch and other departments have the ability to make service requests using a web-based form that notifies the ACO that assistance is needed.

This year a new website was created for the Animal Control Department (www.westfordma.gov/animal). The website contains information about animal related issues and resources about living with wildlife. There is a lost and found portion of the web site that has been used to post photographs of dogs or cats that are known to be lost in the communities. It also contains photographs of any dogs that are under the care of the department in the town kennel.

Town Kennel
The town dog kennel was renovated this year. The windows, electrical wiring, interior lights, exterior lights, and water heater were replaced. The old propane heating system and rusted tanks were removed and a new electric heating and cooling system was installed. These improvements make the kennel safer and more comfortable for dogs throughout the year. New windows provide additional lighting and allow for improved ventilation during the summer. Thanks to the School Department facilities staff for completing these repairs and helping to reduce the cost to the town.

Response Activity
The majority of calls responded to by the ACO are for dog complaints and lost or found dogs. When a dog is found, the ACO attempts to locate the owner and ensures it is cared for properly in the kennel. If the owner is not found the ACO finds a placement for foster care. Throughout the year the ACOs also responded to numerous calls for wildlife such as bears, coyotes, fisher cats, skunks, racoons, and snakes. In these instances the ACO investigated the incident, ensured that the public was not in danger, and took the opportunity to teach residents about how to safely interact with wildlife. In some cases severely injured or rabid animals had to be euthanized and this was done safely and in coordination with the local police department. The ACOs also rescued numerous wild animals such as the raccoon and hawk pictured here.

Hawk with injured wing and raccoon with injured foot. Both animals were delivered to a rehabilitation facility.

The table below represents all of the calls that were recorded in the web-based animal control record keeping system. It is important to understand that many of the calls received and handled by ACOs are not reflected in this table. Many of the calls that are received are from residents with questions about animal rules and regulations or looking for advice about dealing with wildlife on their property.

Quantity	Response Type	Description
12	Animal bite or contact	Responded to report of domestic animal bite or contact with wildlife
5	Animal cruelty	Investigated report of cruelty
116	Dog complaint	Investigated barking or nuisance dogs and resolved situation by talking with owner and neighbors
15	Domestic hit by vehicle	Dog or cat hit by car
2	Health Inspection	Inspection of livestock
161	Kennel duty	Attended to dogs in the town kennel
38	Found Cat	Searched for owner of found cats
120	Lost or Found Dog	Searched for lost dogs or searched for owner of found dogs
7	Pick up police incident	Responded to police incident to remove domestic animals
106	Wildlife hit by vehicle	Removed wildlife hit by vehicle from roadway
178	Wildlife issue	Responded to report of wildlife in close proximity to humans or endangering domestic animals
760	**Total**	

Events

In continued cooperation between Nashoba Valley Veterinary Hospital (NVVH) and the department, ACOs sponsored two services for furthering animal care and safety. The first was the annual Rabies Clinic in March with over 100 residents participating. The second was a statewide microchip day in September coordinated by Upper Valley Merrimack Medical Reserve Corp held at NVVH.

Animal Control Officer Meg Mizzoni (far right)
volunteering at the microchip day

BOARD OF ASSESSORS

Jean-Paul Plouffe
Principal Assessor

Lisa DeFusco
Administrative Assessor

Titus Palmer
Chair

Diane Holmes
Chris Romeo

The assessor's office completed its tri-annual revaluation for fiscal year 2011 (July 1, 2010-June 30, 2011), based on a valuation date of January 1, 2010. Approximately 900 parcels were reviewed and/or visited and a thorough sales analysis of sales occurring in calendar year 2008 and 2009 was done. The assessors' office also analyzed all land sales, land residuals, and tear downs. Market values have declined slightly while still reflecting an overall stable market. New growth for FY 2011 was *$69,405,217.* This is an increase of approximately 45% from FY 2010. This was a healthy increase is attributed to the overall increase in building permits, and new condominium developments and homes being built and marketed. There was substantial growth within the condominium class.

The residential growth was derived primarily from the following:

1) Continued construction at Summer Village.
2) Completion of construction at Southgate.
3) Completion of construction at Hawk Ridge development.
4) Beginning phases at Graniteville Woods.
5) Two new single family subdivisions.

	FY 2010	FY 2011	% change
Total taxable assessments	$ 3,882,820,412	$ 3,758,783,545	- 3.19 %
Tax levy	$ 55,939,942	$ 57,247,754	+ 2.337 %
Residential tax rate	$ 14.63	$ 15.23	+ 4.10 %
Average single family residence assessed value	$ 450,693	$ 441,145	-2.118 %
Average single family tax	$ 6,593.64	$ 6,718.64	+ 1.895 %

The Board of Selectmen again voted to adopt a Small Commercial Exemption for FY 2011. This in effect shifted the tax burden within the commercial/industrial class. As a result, the FY 2011 commercial/industrial tax rate was increased to $15.50.

The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time.

Continued growth in the tax levy resulted in an increase in overall taxes for FY 2011. The assessors' office continues to update property data to achieve a higher level of accuracy. This is a constant on-going process to ensure that tax assessments are equitable to all taxpayers. The more accurate we can make this data, the more accurate the assessments will reflect current market value.

FY 2010 saw a slight decrease in the number of applications for abatements of real and personal property from FY 2009. This was because property values had been adjusted for FY 2010 through the annual interim revaluation. Westford is a very desirable community as reflected in market activity and sale prices.

It has been a very busy year for the assessors' office due to the completion of the tri-annual certification and revaluation; monitoring the various elderly exemptions, other exemptions and

the Community Preservation Act; and updating cost tables to reflect current market cost. The staff deserves much credit meeting all the demands and challenges with competence and dedication to the town. The assessors office recognizes that taxes are increasing as the town continues to grow and the demand for services increases. We will strive to continue to provide good customer service to the taxpayers and to make every effort to assist taxpayers in understanding their assessments.

Exemptions
In FY 2010 the Board of Assessors granted 202 statutory exemptions for property taxes in the total amount of $196,850.37 (veterans, elderly over 70, blind, Clause 41C). Thirteen applicants were granted a tax deferral under Clause 41A. Westford again adopted Chapter 126 of the Acts of 1988, allowing the statutory exemption to be increased to double their stated exemption amount. There were also 244 Community Preservation exemptions granted in the amount of $28,040.03.

Abatements
In FY 2010 there were 118 requests for abatements on real and personal property. Of these, 82 abatements were granted, 34 were denied, and 2 were withdrawn. There were 4 appeals filed with the Appellate Tax Board, one of which was settled. The Commissioner of Revenue continues to be in litigation with several telecommunications companies for FY 2003 through 2010.

BRUCE FREEMAN RAIL TRAIL

Pat Savage
Director of the Parks, Recreation and Cemetery Department

Kelly Ross
Board of Selectmen Liaison to the Bruce Freeman Rail Trail

Chris Barrett
Emily Teller
Friends of the Bruce Freeman Rail Trail, Inc.

This first full year that the Bruce Freeman Rail Trail was "fully operational" was very exciting and the trail has fulfilled its promise of becoming a popular destination for users of all ages and modes of transportation. For photos and trail information www.brucefreemanrailtrail.org

Westford's town staff and various boards' members have been really enthusiastic about the BFRT. Pat Savage has accepted operation and maintenance of the BFRT on behalf of her Town department, creating a budget and scheduling routine trail maintenance, including late fall leaf clearing and early spring cleanup. The trail will not be plowed in the winter months to allow for cross-country skiing. Highway Superintendent Chip Barrett, Town Manager Jodi Ross, and Kelly Ross have also been very supportive of the BFRT, as has Angus Jennings, the Town's new Director of Land Use Management, who has facilitated discussions and planning. Paul Starratt, Town Engineer, continues to work in partnership with his counterparts in Carlisle and Acton (as well as various State agencies and the design firm, GPI) on the design progress of Phase 2A. BFRT abutters have also been very positive and helpful.

On Sunday, June 27, the Kids Pan-Mass Challenge, organized by young Westford residents Jessica Ryan and Claire Eno, was the first registered event on the trail. In Jessica's words, it was "a HUGE success!" The event raised $3,487. From 9 a.m. to noon about 50 riders, with the help of 25 volunteers, set out from Byam School in Chelmsford to ride the trail to the Westford Route 27 crossing. According to Jessica, "We had a lot of fun organizing this event. We learned a ton and hope to do this again next year!"

The rail trail has a Logo! Westford resident and graphic designer Emily Simons volunteered significant time and effort to create this logo with input from all eight BFRT communities.

At the Westford Farmers' Market in September, the BFRT was featured at the Education Table with over 70 people stopping by to learn and talk about the trail. Later in the fall, the Friends of the BFRT began a program in both Chelmsford and Westford where volunteers sign up to do light maintenance on short sections of the trail.

In both the summer and fall, the Westford Police Department distributed free helmets to young riders at the Public Safety Day and again at Westford's first annual Emergency Preparedness Day, which was sponsored by the Board of Health. The regional American Automobile Association provided about 50 helmets for the spring distribution. The fall distribution of 75 helmets was funded through an EOPSS grant. Regarding the BFRT, Safety Officer Michael Croteau has been an excellent and enthusiastic ambassador, including partnering with the Friends staffing of the Education Table at the Farmers' Market.

Statistics on trail usage: In 2010, Friends of the Bruce Freeman Rail Trail volunteers participated in three counts of actual users on the BFRT. This work was coordinated by the Chelmsford Bicycle and Pedestrian Advisory Committee (BPAC) as part of statewide counts of trail usage organized by the Boston Region Metropolitan Planning Organization. The usage numbers are useful for comparison with other trails, prioritizing maintenance activities, and

applying for grants. There will be more statewide trail counts in the future. Over the four days 42 volunteers covered 96 one-hour time periods. Volunteer counters from Acton, Chelmsford, Littleton, Lowell, Sudbury, and Westford recorded BFRT usage on two Tuesdays and two Saturdays in June, July, and September at three locations: Maple Road (near the Agway store), Chelmsford Center, and near the Chelmsford Mall. The counts bore out the observations that the trail is used most between Chelmsford Center and Westford. Not surprisingly, there were more trips on the trail on a lovely autumn Saturday (around 1,500) than there were on a hot summer Saturday (around 1,100). In September 2009, around 1,200 trips in the same location at Maple Road were recorded. By comparison, the numbers for the Minuteman Commuter Bikeway in Lexington were 3,000 in September 2009 and 4,000 in September 2010. The numbers for the BFRT are more similar to historic numbers for the Nashua River Rail Trail. All of these numbers are for a 12-hour period from 7 a.m. to 7 p.m. Trail users who pass a count location twice are counted twice, so the counts do not represent the number of users on a given day but rather the number of trips as noted above. Most trips on Saturdays were by bicycle at 70%, walkers at 20%, runners/joggers at 6% with in-line skates, child carriers, or other forms of locomotion at 4%. The proportion of usage types varied by location and day of the week, with a higher proportion of walkers in Chelmsford Center and near the Chelmsford Mall than at Maple Road. Particularly striking were the Tuesday counts near the Chelmsford Mall. During a one-hour period around lunchtime on Tuesday, September 14, about 70 walking trips were counted which represented 85% of the usage during that time period. During the September count approximately 25% of the cyclists were not wearing a helmet.

Off-street parking in Westford to access the trail continues to be an unmet need. At the Planning Board's September 20, 2010 meeting, many parking options were discussed. Currently, there is no land in Westford that would enable dedicated parking for the trail. The Friends of BFRT are working with Town and State officials on creative parking solutions.

Future Progress: What is the status for Phases 2 and 3 of this project? With the exception of rail trails that have received congressionally-ear-marked funding, the Bruce Freeman Rail Trail is the only rail trail in the 101 cities and towns in the Metropolitan Boston area that has been programmed to receive funding during the next two decades. As of now, the next 8.5 miles (Phases 2A and 2C) are slated to be built in the 2021-2025 timeframe. In June, as part of the Patrick-Murray Administration's Massachusetts Works program promoting job growth and long-term economic recovery, $931,500 in capital funds provided the additional money needed to design the next two phases of the BFRT, Phases 2A (Westford, Carlisle and Acton) and 2C (Concord). These funds are in addition to $500,000 in "Transportation Enhancements" funding for design of Phase 2A, which was awarded in October 2009. Additionally Community Preservation Funds were approved by all four communities (Acton, Carlisle, Chelmsford, and Westford) for the Phase 2A preliminary (25%) design work. If other projects are delayed, "100% design" status will position the BFRT to receive construction funds. Estimated construction costs of Phase 2A (approximately 5 miles from Westford to the Concord Rotary) are $7.7 million. Phase 2B, the BFRT crossing of Route 2, has been separated from the Concord Rotary project. Phase 2C runs from West Concord to Sudbury. The Friends BFRT are working at all levels to move the construction funding commitment to an earlier timeframe.

BUILDING DEPARTMENT

In 2010, the building department saw a marked increase in activity. The entire department has been busy with major projects that have been started this year.

Some of the major projects that were started last year are;

- Graniteville Woods
- Cottages In The Woods – Boston Road
- Laughton Farms – Residential Development
- Fielding Estates – Residential Development
- Technology Park Drive – Major renovations to 4 buildings

Matthew Hakala
Building Commissioner

Chester Cook
Asst. Building Inspector /Gas Inspector

Dennis Kane, Jr
Inspector of Wires

Arthur Smith
Plumbing/Gas Inspector

Nancy Lima
Records Supervisor

The permit totals for the department are: (as of December 16, 2010)

Building	722
Plumbing	446
Gas	464
Electrical	592
Trench	120

For a total of 2344 permits issued for the calendar year ending December 16, 2010. The building department took in $537,899.00 as of December 16, 2010.

The department again must deal with changes in the building codes. The 8th Edition of the Base Building Code (for all building except one- and two- family) has been promulgated. The requirements for Sheet Metal permits were also approved and will be in full force and effect in February 2011. Revisions to the Federal Emergency Management Agency (FEMA) Flood Map were adopted, along with Massachusetts adopting Environmental Protection Agency (EPA) guidelines for Lead Paint (which effects work on all homes older than 1978).

The building department continues to strive to improve both the inspection process and permit application process (through our permitting system that is on-line). The process is now going through a new phase of implementation that will allow more control of the permitting process. Our department is still working with the town's Technology Department to implement handheld inspections with mobile computer processors for the department.

This department would like to thank Chip Barrett and the entire Highway Department for their hospitality over the past 3+ years while we have been using their facility for our operations while the Town Hall was undergoing renovation. Now, we look forward to working with everyone once again in the new and improved Town Hall.

Bylaw Review Committee

Lynn Cohen
Chair
Amber Brown
David Chandler
Kaari Mai Tari,
Secretary and ex-officio member

The committee continued to review the general bylaws to ensure their consistency and conformity with any applicable law and the Town Charter as well as their consistency within the bylaws themselves. Members looked at bylaws that have not been updated for more than 10 years and contacted several Town departments and committees to ask for help in ensuring that the bylaws are up to date.

Committee members also met with the Board of Health, the Conservation Commission, and Town Counsel to discuss possible amendments to Chapter 1 of the bylaws.

Annual Town Meeting
The committee provided assistance and advice in the drafting of proposed amendments to the Town's general bylaws that were on the warrant for the March 27, 2010 Annual Town Meeting. The committee made recommendations on Articles 18-22.

Special Town Meeting
The committee also worked with those who drafted proposed amendments to the general bylaws that were on the warrant for the October 18, 2010 Special Town Meeting. The committee made recommendations on Articles 11 and 12.

Webpage
The committee's webpage contains general information about the committee and links to the guidelines for proposing bylaw amendments and to town meeting timelines. The page can be accessed from the Town Directory page on the Town's website, www.westfordma.gov, under General Bylaw Review Committee.

The committee can be contacted through the Town Clerk's office, 978-692-5515, townclerk@westfordma.gov.

Cemetery Commission

Daniel Provost
Chair
George Rogers

The Cemetery Commission acts as the policy setting committee for the Town's six cemeteries. The Commission is responsible for the expenditures from various cemetery trust funds, oversees the operation and care of the town-owned cemeteries. The three member Commission is appointed by the Town Manager and meets quarterly and will schedule additional meetings as needed. Cemetery Commissioners are Daniel Provost, (2013) Chair, and George "Yogi" Rogers (2013)

The department maintains five town cemeteries and one burying ground. Fairview, Hillside, Westlawn, and Wright Cemeteries are listed on the National Register of Historic Places (individual property). Old Pioneer Burying Ground is located in Parker Village. Pine Grove Cemetery located in Forge Village opened in 2002. The Cemetery Supervisor operates out of the Pine Grove office and maintenance garage. The Cemetery operation is a division within the Parks, Recreation, and Cemetery Department; Patricia Savage, Director, Jonathan Revis, Parks/Grounds Operations Supervisor, Richard Nawoichik, Cemetery Supervisor, and Danielle Leblanc, Senior Assistant. The division is responsible for the day to day maintenance of the cemetery grounds, burials, sale of lots, and burial and grave lot records. The Town Clerk retains permanent records of death certificates and burial permits.

Long time Commissioner member Barbara Blanchard resigned November 1, 2010, to pursue time in Maine and other activities. Barbara was first elected in 1990 capturing 2655 votes to Jack Carson's 1475. She continued as a Commission member until 1997. She was appointed in 2003 and has served continuously until her resignation. Barbara is a lifelong resident of Westford growing up on Blanchard Farm on Graniteville Road (now Blanchard Farm Condominiums). She graduated from Westford Academy and Lowell General Hospital School of Nursing. She followed in the footsteps of her father, Walter Blanchard who was Superintendent-Commissioner for more than a decade. Her understanding and experience with cemeteries and related matters will be missed. The Commission and staff wish her well and plan on calling on her expertise as needed.

The Cemetery Department received a number of donations this year. The Anselmetti family donated a granite bench that is located in Pine Grove Cemetery section C. Roberta "Robin" Connell donated a Japanese Maple tree and granite marker in Pine Grove section E. Westford Cub Scout Pack 99 led by Mr. John Feehrer donated and planted an American Elm tree in Pine Grove section A. The elm tree was donated in recognition of the Boy Scouts of America 100th anniversary.

Equipment replacement or repairs were completed this year. Repairs were made to the garage door and flag pole at Pine Grove Cemetery. In addition to small hand tools and supplies new or replacement equipment included back pack blower, coco matting, certified lowering chains, metal detector, and lowering straps.

Two requests have been submitted to the Capital Committee: a replacement of the Hustler mower and a backhoe loader that has slide reach and 90 degree supports.

The Cemetery Supervisor and Parks Crew member maintain the cemetery equipment and save the town money by keeping the equipment in good repair. Cemetery trucks are maintained by the Highway Department.

Community Preservation funds were used to complete the restoration and straightening of monuments in several cemeteries. Additional repairs were funded from perpetual care funds and specific cemetery trusts.

Veterans' graves are marked by military marker with flag holder. The Cemetery Commission voted to have flags only removed after Veterans Day and replaced prior to Memorial Day. The flags do not hold up with the harsh New England weather becoming torn, ripped, or blown out of the holder. The military markers will remain so people can identify veterans' graves.

Cemetery projects included the continued clearing of road extension to accommodate overflow parking for funerals. An area was cleared behind the maintenance building for growing of nursery stock. Compost and stockpile areas were cleared in Pine Grove and Fairview and were clearly marked with appropriate signage. Several trees were damaged with this year's ice storm. Fortunately the fallen trees did not damage any grave markers.

Sale of lots for 2010 increased slightly from 30 to 34.
Burials increased from 41 to 46.

Website: www.westfordma.gov/cemetery

Communications Advisory Committee

Dave Levy, *Chair*
Jim Silva
Tony Vacca

The Communications Advisory Committee (CAC) is the Westford town board that advises and represents the interests of the Westford Board of Selectmen in their role as Franchise Authority for cable television and with regard to other services provided by Westford's cable operators (Comcast and Verizon). The CAC also advises Town residents regarding similar services that may be provided by a variety of broadband companies. Such services include Digital Subscriber Line (DSL) Internet access, and Voice over Internet Protocol (VoIP) local and long distance telephone service. The CAC does not deal with dial-up Internet access or conventional telephone service. Formerly called the Cable Advisory Committee, the CAC's charter was extended by the Selectmen in 2004 to include oversight of the additional broadband services mentioned, and the Committee's name was changed accordingly.

The CAC negotiates and enforces cable TV license provisions with Comcast, which has been the Town's cable operator since January 2003 – and now also with Verizon, incumbent as a cable operator in Westford since October 2009, when the Final License for FiOS TV was signed and entered into force. The CAC also serves as an advocate for individual Westford citizens in all matters involving the cable operators, as well as providers of other information and communication services (e.g., Internet access and IP telephony), which may be subject to a variety of regulatory frameworks. We encourage all interested parties to attend our meetings to air their concerns, to ask questions or just listen. CAC meetings take place on an occasional basis at the J. V. Fletcher Library, usually starting at 7:00 PM. Check postings at Town Hall for specific dates, or contact the CAC to find out about upcoming meetings.

Apart from the issue of perennial price increases, and continued "curiosity" about FiOS service availability in some parts of town (see below), there have been very few concerns voiced by subscribers regarding residential cable service in Westford in 2010, the sixth year of the ten-year term of the current Renewal License with Comcast, and the first full year of the 15-year term of the Final License with Verizon.

Verizon largely completed their above-ground fiber-optic infrastructure build-out by the end of 2009. However, construction in many areas served by underground utilities was still incomplete by the end of 2010 – and are allowed by statute to remain so up to the fourth anniversary of the Verizon License (October 2013), at the company's discretion. Numerous inquiries to the CAC in 2010 from prospective FiOS subscribers involved complaints that Verizon will not share construction schedule information with concerned citizens affected by FiOS construction delays. The company recommends that interested parties sign up online to get notified when FiOS service becomes available at their address. The CAC suggests that those in still-unserved areas enlist their neighbors to contact Verizon individually, in order to further emphasize the local demand in their neighborhood. Doing so might speed up construction there vs. areas with less demand.

Verizon is currently providing service upon request to those whose streets have been connected to the FiOS network, and have been marketing heavily by mail and on TV ads throughout 2010. For their part, Comcast is reacting to the new competition by offering potentially attractive promotions to both current and new subscribers in Westford, and has been advertising new internet-based enhancements, branded under the name XFINITY. See http://xfinity.com for more details about these service enhancements.

Verizon now provides support for Local Access (PEG) programming for Westford FiOS TV subscribers in a similar fashion as has long been available from Comcast – i.e., by providing funding and Local Access infrastructure to Westford CAT. The new Meeting Room at the restored Town Hall – as well as several other Town Buildings with prior Comcast Local

Access video origination – were all connected to the FiOS network during 2010, and can now be used for live FiOS TV broadcasts.

The most important concerns of the CAC continue to involve the operations of Westford Community Access Television (Westford CAT), during its fifth year as Westford's Local Access Provider. Westford CAT is an independent non-profit corporation and is governed by a Board of Directors comprised of members of the Westford community. The organization functions in accordance with the associated Public, Educational and Government (PEG) Access provisions in the Comcast Renewal License, as well as the more recent Verizon Final License.

Here is an overview of the operation of the current Westford PEG access channels:

Public Access – Comcast Ch. 8 / Verizon Ch. 35
The Public Access channel showcases programs developed by community members utilizing Westford CAT's studio facilities and/or editing capabilities. Programs from other towns that Westford residents would like to sponsor locally can also be scheduled on this channel. PEG Access infrastructure can support live programming from the studio and several remote locations. Contact Westford CAT for information on their policies regarding live programs and on how to get involved in making your own shows as well. Locally produced programs can be viewed online at any time via streaming video.

Educational Access – Comcast Ch. 9 / Verizon Ch. 33
The Educational Access channel may be used by Westford educational institutions to show programs they produce or sponsor. This includes both the Westford Public Schools and Nashoba Valley Technical High School. Live broadcasts and streaming video of locally produced Educational Access programs are sometimes available.

Government Access – Comcast Ch. 10 / Verizon Ch. 34
The Government Access channel rebroadcasts programs involving the local Town Government in Westford – including Board of Selectmen Meetings, School Committee Meetings, Planning Board Meetings, as well as special local government events, such as Town Meeting. These meetings can also be viewed online at any time via streaming video.

For more information about Westford CAT, including program schedules, more details about their operations, and links to online program content via 24/7 streaming video, visit their website: westfordcat.org.

The official CAC website: www.westfordma.gov/cac, provides Westford citizens with information on a variety of cable-related topics, and is slated for major updates in 2011.

In 2010, the CAC consisted of three volunteers appointed by the Board of Selectmen to renewable one-year terms. A quorum of two or more members is required to conduct official business.

The Westford CAC can be contacted by letter mail at Town Hall, or preferably by sending email to: cac@westfordma.gov. CAC Chair Dave Levy also invites telephone inquiries and voicemail at his home phone, 978-692-2290.

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows Westford to preserve our community character in the areas of open space, community housing, historical resources, and land for recreational use. Westford residents pay a 3% property tax surcharge to fund such community preservation projects.

FY 2010 Community Preservation Funds: $2,002,757.83

The state offers matching grants from the Community Preservation Trust Fund, whose revenue is generated from designated fees at the Registry of Deeds. Because Westford set the CPA property tax surcharge at 3%, the town is eligible for additional funds from the state that other communities may not be eligible for. Westford received a 32.8% state match of $485,429 on October 15, 2009.

Kathleen Healy
Chair (At-large)

Committee representation
Marilyn Frank
Vice Chair
Conservation Commission

Scott Hazelton
Housing Authority

Kate Hollister
Planning Board

John Cunniffe
Historic Commission

Ken Hanly
Parks and Recreation Commission

At-large members
Christine MacMillan
Elizabeth Michaud

However, due to the decrease in revenue at the Registry of Deeds and the increase in the number of communities who have adopted the CPA program, Westford received a state match of $386,547 on October 15, 2010. The state match was only 28.8% of matching funds.

In FY 2010, Westford locally raised $1,517,328.83 in Community Preservation funds.

Westford has an annual commitment of approximately $800,000 for its bond payment for the purchase of East Boston Camps.

3% Community Preservation property tax surcharge	$1,339,730.99
Investment income	$175,070.12
Interest on late tax payments	$2,527.72
Local FY 2010 Community Preservation total	$1,517,328.83
State Match (received 10/15/09)	$485,429.00
TOTAL FY 2010 Community Preservation Funds	**$2,002,757.83**

In 2010, the Community Preservation Committee (CPC) recommended projects at the Annual Town Meeting.

March 27, 2010 Annual Town Meeting
On March 27, 2010, the CPC recommended and Town Meeting unanimously approved $1,269,100.00 in community preservation projects. A transfer to from the undesignated fund balance to the community housing reserve was also made in the amount of $236,612.

Open Space Funding
- *$190,000 Conservation Trust Fund*

The funds were designated to be used for future land purchase by the Conservation Commission. These funds were appropriated from the Community Preservation Undesignated Fund Balance Account.

Community Housing Funding
- *$400,000 173 Carlisle Road Affordable Housing*

To provide a grant to CHOICE (Chelmsford Housing Opportunities for Intergenerational and Community Endeavors, Inc) for the purchase of the land, building, renovation and any other

related costs in order to covert the property at 173 Carlisle Road into affordable housing units. These funds were appropriated from the Community Preservation Community Housing Fund Reserve Account.

Historic Funding

- *$295,100 Town Records Preservation Project*

This allocation will fund the Town Clerk's 2010 Town Records Preservation Project and any other related costs. These funds were appropriated from the Community Preservation Undesignated Fund Balance Account.

- *$354,000 First Parish Church United*

This allocation is to pay for the handicap access connector from the Historical Meeting House to the First Parish Church United, located at 48 Main Street. The allocation will also pay for a handicap accessible bathroom on the second floor, and also a historical document and artifact archival room. The town authorized Board of Selectmen to enter into a grant agreement with the First Parish Church to authorize the Historical Commission to acquire an historical preservation restriction on the property. These funds were appropriated from the Community Preservation Undesignated Fund Balance Account.

Recreation

- *$15,000 Phase 2A of the Bruce Freeman Rail Trail*

This allocation is for Phase 2A of the Bruce Freeman Rail Trail design and any other related costs. These funds were appropriated from the Community Preservation Undesignated Fund Balance Account.

Administrative Funds

- *$15,000 Community Preservation Committee Administrative Expenses*

Community Preservation Committee administrative funds are used for expenses such as copying, public hearings, legal opinions and approximately 260 hours of professional staff support per year to assist in coordination and administration of CPC projects. These expenses are appropriated annually, as unused expense funds are returned to the undesignated Community Preservation Fund.

Appreciation

The Community Preservation Committee would like to recognize and thank Andrea Peraner-Sweet for her dedication and years of service as a representative of the Committee. The Committee also would like to recognize Town staff, boards, and officials for their valuable input concerning the use of CPA funds and Westford's community needs. Most importantly, the Committee would like to thank the people of Westford for their generous support of our town and community.

Conservation Commission

The Commission generally meets on the second and fourth Wednesday of each month at 7:30 P.M. The principal work of the Commission is review, under the State Wetlands Protection Act and local non-zoning wetlands bylaw, land alteration and construction projects, from home additions to major residential and commercial developments, to assure protection of the vital interests provided by wetlands. A summary of the kinds of review and the number of filings by type for the last ten years are provided on the Statistics Page at the end of this report. In doing this job, the Commission conducted four formal site visits, while Conservation/Resource Planner William Turner conducted numerous site visits pertaining to many ongoing projects, as well as new proposals.

Eric Fahle
Chair

Peter Mahler
Vice Chair

Marilyn Frank
Ann Jefferies
John Cunningham
Jim Gozzo
Brian Douglas

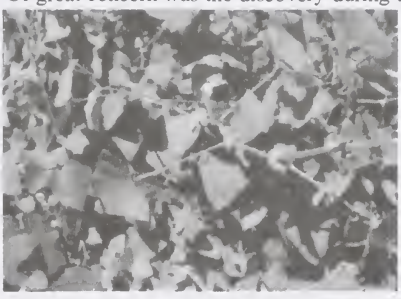
William Turner
Conservation/Resource Planner

In the administration of the Wetlands Protection Act and local non-zoning wetlands Bylaw, significant new projects reviewed and approved included a 26-lot open space residential development "Laughton Farms" located on the Laughton Nursery site off Providence and Lowell Roads, the 20-unit affordable housing project known as "Cottages in the Woods" located on Boston Road just north of Rt. 495, installation of a new town well known as the Stepinski Well adjacent Stony Brook off River Street, improvements to Hartford Road, a new access road for the Kimballs Farm complex, and a vegetation management program for maintenance of wildlife habitat at Lakeside Terrace in the Lakeside Meadows subdivision at the west end of Lake Nabnasset. Most of the rest of the filings received were generally for single family homes, or additions to existing dwellings. Work continued on significant projects including the Boch Honda dealership on Littleton Road and the "Graniteville Woods" affordable housing project. The developer cleared the trees at the location of Westford's largest retail project, "Cornerstone Square" but it is not known when actual construction of the site will begin.

The Commission issued four Enforcement Orders during the course of the year. For the most part these violations were the result of work involving tree or other vegetation cutting or excavation and regrading in or within 100 feet of wetlands without a permit. There is a common misperception that only projects requiring a building permit that are within 100 feet of wetlands require a permit from the Commission. However, any kind of new disturbance such as clearing of vegetation or excavating or filling of land within 100 feet of wetlands requires the approval of the Commission. If you are considering such work, please contact the Commission's agent, William Turner, at 978-692-5524, who will be happy to advise you whether the proposed work is near wetlands, and if so, what the permitting requirements will be.

Mile-A-Minute Vine

Of great concern was the discovery during the year of the presence of a new invasive plant in town, known as Mile-A-Minute vine. Mile-A-Minute is a rapidly spreading, spiny annual vine growing at rates of six inches per day, smothering native vegetation on its way to attaining a final length of 20 feet. It tolerates various soil types, produces abundant bird-dispersed blue fruits with seeds that can grow after being buried for up to seven years. Mile-A-Minute vine is an easily identifiable plant. The most obvious features are the almost perfectly triangular leaves and a circular leaf-like bract that surrounds the stem at the base of



every leaf. The vine is slender and covered in small, curved spines. It also produces very distinct metallic-blue fruits. The vine has been found in locations off Lowell Road and Stony Brook Road. Massachusetts Department of Agriculture applied for and was granted a permit by the Commission to remove by hand any vine found in or within 100 feet of wetlands in town, provided they have the permission of the landowner. This plant is a threat not only to wetlands but all naturalized areas in town and we would appreciate residents keeping an eye out for this plant and notifying the Commission office at 978-692-5524 if they spot it. Images, information, and a recent guide to similar species to aid in identification of this highly invasive plant can be found at a website created by the collaborative efforts between the Department of Agricultural Resources and UMass Extension at
www.massnrc.org/pests/linkeddocuments/mamflyer_mass.pdf.

As has been the case over the past few years, a significant part of the Commission's time was taken with addressing the care and custody of East Boston Camps (EBC). Significant progress has been made towards realizing an EBC master plan goal of continuing summer camp programs. Town Meeting approved an article authorizing the Commission to lease the facilities for camp operations for periods up to ten years, and authorizing the Selectmen to petition the state legislature for passage of special legislation to approve of that authorization. Article 97 of the state constitution requires state legislative approval of the disposition of any interest in town conservation property. State legislative approval came at the end of July. The Commission issued a Request for Proposals (RFP) for operation of a day camp only during the months of July and August for a portion of the camp known as the "Boys Camp" for five years, with an option to extend for five years. Only one response was received, which was deemed unresponsive due to failure to meet minimum requirements for the submittal. The Commission redrafted the RFP to expand the scope for both day and/or overnight camp operations and revised the minimum requirements and re-issued the RFP. Proposals were due in mid December, and it is hoped that a lease can be entered into for a camp operation starting in 2011.

The brightest part of the story of the rebirth of East Boston Camps is the continuing and growing participation of volunteers working to restore the buildings and grounds. 2011 saw an incredible level of volunteer work from a number of organizations. The Friends of East Boston Camps worked with local developer David Guthrie on significant repairs to the kitchen/dining hall, including a new roof and handicap access ramp. The Friends also held three special fund raising events at the camps that attracted hundreds of participants. The Westford Academy Community Service Team (WACST), led by Social Studies Curriculum Coordinator Libby Porter, and WACST leaders Michelle O'Donnell, Lauren Lavallee and Adrienne Viarengo provided an incredible day of work despite less than ideal conditions, constructing a concrete dumpster pad for the kitchen, painting the floor of the Nashoba Lodge, filling potholes in parking area and performing a number of other important maintenance tasks. 10 seniors from Westford Academy, led by Michael Johnson, chose to do a Senior Project at EBC and did fantastic work on repairs to the buildings known as the "Duplex" and "Bat Cave" and built a handicap access ramp to the Infirmary. Students and their instructors from Nashoba Tech, led by Paul Jussaume, returned to provide additional work on camp roofs, and plumbing and electrical work. Our deepest thanks to these groups and individuals for their hard work and dedication towards preserving this community gem.

The Recreation Department under the oversight of Director Pat Savage took over administration of the facilities licensing program for EBC in 2010. Certain buildings are available for overnight stays, functions or other programs. Please contact the Recreation Department if you are interested in licensing facilities at the camps. Tenting out is an option that a number of scout groups enjoyed. This program generated $3,255 during the year.

Our thanks to the Parks, Recreation and Cemetery Department, the Highway Department and the School Department for their help in maintaining the property. And always, our thanks to long time Caretaker, George Fletcher, for his dedication and devotion to this special place.

Last, our thanks to the members of the East Boston Camps Advisory Group, headed by Chair Paul Cully for their ongoing review of and advice for the direction of the camps for the Commission.

The Commission has nearly 1,700 other acres of land under its care and custody throughout the town providing important outdoor recreation opportunities. On these lands volunteers also are a critical part of their maintenance. The Westford Trail Stewards, led by Kate Hollister and Bill Harman provide important work on keeping these lands accessible and clean. Given their expanding membership and activities across the town they worked on developing guidelines for the group to guide their trail work and relations with neighbors to conservation trails. If you are interested in participating in this group, contact either of the two members of the Stewards Steering Committee: Kate Hollister (692-6802) or Bill Harman (692-3907). More information on this program is available at the Commission's website.

As always, Eagle Scouts candidates also provided service projects. Our thanks to Andrew Mullins for his work renewing blue bird houses and other work at the Russell Bird Sanctuary, Ben Wesley for his work installing a hand railing and bench at the Mill Pond, Aziz Rangwala for his footbridge project at the Emmet Conservation land and Dan Turnbull for his footbridge over Snake Meadow Brook at the Gould Road conservation land.

The acquisition, protection and preservation of Open Space land has been for decades and continues to be a key component of the community's master plans. In 2010 the Commission completed its latest update of the Open Space and Recreation Plan which was approved by State Executive Office of Energy and Environmental Affairs. It provides: a review and analysis of Westford's natural, cultural and recreational resources; goals and objectives for open space and recreation planning; a five-year action plan; and an appendix containing lists of flora and fauna, a list of permanently protected open space, a list of privately held open space, a list of town-owned recreation facilities, and a Section 504 review of Westford recreation facilities. It is accessible via a link from the Commission's website.

In 2009 approval was given by Annual Town Meeting and in the spring of 2010 the State legislature gave approval to lease the agricultural field at the Day Agricultural and Conservation land located off Graniteville Road just south of its intersection with Cold Spring Road. A Request for Proposals to perform organic farming operations on the property was issued and in the spring a five year lease, with an option to renew for five years was granted to Michael and Anne Gagnon of Bear Hill Farm in Tyngsboro.

Anthony and Fenella Levick of Monadnock Berries continued their excellent work in managing the Hill Orchard and Farm Stand. If you would like more information on Hill Orchard or the Levick's own farm operation, located In Troy, NH, visit their website at www.monadnockberries.com.

The Commission saw membership changes during the year. Jim Gozzo of Carolina Lane was appointed to fill the opening created by the departure of Robert Shaw in late 2009. Frank Winters decided not to seek re-appointment for another terms and Brian Douglas of Old Homestead Road was appointed late in the year to fill the position. Our deep thanks to Frank Winters for his years of service and our best wishes for his further endeavors.

Commission members also participated on other town committees. Jim Gozzo was also a member of the East Boston Camps Advisory Group, as were Peter Mahler and Marilyn Frank. Marilyn Frank also served on the Community Preservation Committee and Water Bylaw Review Committee. John Cunningham also served on the Water Bylaw Review Committee, as well as on the Capital Planning Committee and Ad Hoc Public Works Committee.

If you are interested in more information about the Conservation Commission, Westford's conservation lands, wetlands and other natural resources, please visit the Commission's website, which can be accessed at www.westfordma.gov/conservation.

Conservation Commission Statistics *

Summary, Filings Received, 2001 – 2010

Year	Requests For Determination	ANRAD	Notices of Intent	Emergency Certificates	Violations/ Enforcement Orders
2001	21	0	57	23	9
2002	18	0	58	26	6
2003	9	3	41	14	6
2004	12	6	50	16	5
2005	12	5	34	16	3
2006	18	6	28	16	2
2007	17	4	24	7	7
2008	12	5	29	10	5
2009	12	0	29	13	12
2010	15	1	41	7	4

*The work by the Commission involves several types of review: (1) "Request for Determination", in which the Commission is asked to approve relatively minor work within 100 feet of wetlands; (2) Abbreviated Notice of Resource Area Delineation (ANRAD) in which the Commission is asked to approve a surveyed plan showing wetland boundaries. (NOTE: The ANRAD process was adopted in 2000. Prior to that the Request for Determination filing was used for confirmation of wetlands boundaries) (3) "Notice of Intent", meaning that an applicant has notified the town of an intention to build a structure or any type of work in a wetland or the land around a wetland. (4) Emergency Certificate, when rebuilding a septic system or some other emergency work necessitates alteration of a wetland or nearby land on short notice. The Commission issues Enforcement Orders in relation to violations of the State Act or local bylaw when work commences within a jurisdictional area without a proper permit from the Commission, or work is conducted in violation of the conditional requirements of a permit issued by the Commission.

Council on Aging

The Council on Aging (COA) web address is: www.westfordma.gov/coa. The COA meets on the second Wednesday of the month at 4 p.m. at the Cameron Senior Center, 20 Pleasant Street. Our main telephone number is (978) 692-5523 and our office hours are Monday through Friday 8 a.m. – 4 p.m.

Helena Crocker
Chair

Nancy Cook
Dorothy Hall
Cecilia Healy
Patricia Holmes
George Rogers
Robert Tierney

Some of our major undertakings this year are highlighted below:

- Returned to renovated and expanded Cameron Senior Center in June.
- Fitness room equipped and opened in July with 150 senior members.
- Hosted Grand Reopening in September for 350 residents.
- Community Food Pantry returned to Cameron and implemented new procedures for inventory control.
- Verizon Foundation awarded $10K for computer lab to teach internet safety.
- Implemented new programs which include Bone Builders, Cake Decorating, Intermediate Bridge, Yoga, Genealogy, and Card Making.
- Meals on Wheels along with the traditional meal now offer meals dedicated to cardio and renal diets.

Senior Social Services

Senior Social Services provide assessment, consultation, outreach, crisis intervention and referrals for our senior population. The strongest component of our work involves personal contact through home and office visits and also through telephone outreach. In addition, guidance and referrals are extended to families in town and to those who are outside of the area who may need assistance for family members who are Westford residents. The Outreach Department offers a well-rounded team approach to COA Services. The Social Worker works full-time and the Elder Outreach Coordinator is available 20 hrs a week to follow the COA mission statement for the 3700+ Westford seniors.

YEARS	2006	2007	2008	2009	2010
HOME VISITS	600	650	737	674	579
OFFICE VISITS	220	300	630	747	896
TELEPHONE CALLS	3100	3,500	4319	3985	4020

Numbers of office visits have risen dramatically (300%) in the last 5 years largely due to strong outreach effort, staff longevity and visibility within the community. Although we were displaced for half of this year, due to construction, we have successfully continued to

service our senior population. With the renovation of our building and our return in June, many residents have come in for a tour and continue to return for programming, services and referral.

Transportation FY10
Van service provides transportation for the elderly and disabled of Westford to keep medical, nutritional, social, shopping and other appointments. This service operates within Westford and surrounding towns.

Vans are owned by the Lowell Regional Transit Authority (LRTA) and administered by the COA. Three vans, used for medical/shopping, Adult Supportive Day Care (ASDC), and Cameron Center activities, covered a combined 65,851 miles. One-hundred-fifty-four (154) individual (unduplicated) seniors and disabled people availed themselves of this service. Table I (below) shows the use by unduplicated riders and mileages for the last six years.

YEARS	2006	2007	2008	2009	2010
UNDUPLICATED	162	236	207	208	154
MILES	64,450	67,123	65,528	66,549	65,851

In 2010:

- Van 1 provided service for 728 medical and 863 shopping trips.
- Van 2, assigned to the ASDC, provided transportation for 1,912 trips.
- Van 3 provided service to and from the Cameron Senior Center for social, nutritional, recreational and educational functions. This van made 1446 trips for congregate lunch and other Cameron activities.

Possibly because of renovation activities at the Cameron Senior Center this past year, some of the use numbers decreased relative to prior years. The one exception occurred with the ASDC trips, which increased by 57.5%. Two newer vans replaced our older vans as per LRTA restrictions based on age and mileage. Also, a new driver with a Commercial Drivers License (CDL) was hired that allows us more flexibility in scheduling driver assignments.

Staff
Joanne Sheehan, Director of Elder Services
Judith Ramirez, L.I.C.S.W. Social Worker
Annette Cerullo, Elder Outreach Coordinator
Claire France, Records Supervisor
Marjorie Hunter, Registrar
Jean Mahoney, Registrar
Eugene Jungbluth, Lead Van Admin.
Laura Mathis, Lead Van Dispatch
Christopher Mitchell, Maintenance
Angela Gagne, Volunteer Coordinator
Mary Sudak, Evening Supervisor
Joan Greenwood, Receptionist
Edna MacNeil, Receptionist
Ginger Burke, Driver
Jeanne Cronis, Driver
Tim Donovan, Driver
John Duffett, Driver
Bill Ewers, Driver
Bob France, Driver
Ed Greenwood, Driver
Tina Lamy, Driver
Al MacGilvray, Driver
Fred Palmer, Driver
RichardBennett, Nutrition
Betsy Bulger, Seasonal
Michael Mathis, Seasonal

Cultural Council

The Westford Cultural Council received a total of $3785 from the Massachusetts Cultural Council to distribute to organizations and individuals who applied for grants to support cultural activities that benefit Westford residents. The council was able to add to that amount from available funds, to reach a total of $4000 of grant money. In awarding grants, the council seeks to serve a broad spectrum of Westford's population. The council received 24 applications and awarded grants to the following 14 applicants:

Aurora Winters
Chair
Alice Phalen
Treasurer
Barbara Bergin
Mary Lyman
Steve Pixley
Christine Robinson
Celeste Falcone
Norman (Gil) Bristol

- Blanchard Middle School West Street Serenaders: $500 to support activities of the vocal group, including performances at Town events throughout the year.
- Delvena Theatre Company: $200 towards an audience participation performance at the Cameron Senior Center.
- Roudenbush Adult Social Day Program: $250 to offset transportation costs to the Cameron Senior Center for special programs.
- Lowell Philharmonic: $100 to support the Youth Concerto Competition and Pops Concert on May 6, 2011 at the Pawtucket Congregational Church in Lowell. Several Westford residents participate in this event.
- Jay Mankita: $300 towards the program *Lean Green Cleanup Machine* at the Miller School. This program will support the Miller School's new recycling program. Mr. Mankita also provides teachers' guides and material for children to take home.
- Parish Center for the Arts: $400 for the Chinese New Year Concert for Children at the PCA on Feb. 19, 2011. This grant will allow the PCA to offer tickets at a lower price, making the event more affordable to families.
- Emily Piper: $300 to support the establishment of the Middlesex Children's Chorale.
- Westford Chorus: $350 toward the winter concert performance of *The British are Coming!* at First Parish Church United in Westford.
- Discovery Museums of Acton: $100 towards Free Friday Evenings during the summer of 2011.
- The Marble Collection: $50 towards a redesign of the website of this literary magazine for high school students.
- Big Paper Design: $550 to support a workshop for WA students in designing and creating a paper sculpture to be used at the Westford Regional Art Event in April.
- Illumination Opera: $500 to support the performance of *Opera Scenes* at the PCA in February 2011.
- Nashoba Valley Band Concert: $250 to support a free concert on the Westford Town Common in summer 2011.

- Robert Creeley Foundation: $150 towards the Annual Poetry Award ceremony at Acton-Boxborough Regional HS in March 2011. In addition to an award to a well-known poet, two Massachusetts high school students are awarded prizes. Students from Westford have entered this competition.

In addition to awarding grants, the Westford Cultural Council sponsored a free Family Fun Festival on the Westford Town Common on July 3, 2010. This event included a performance by the local bluegrass band *Boston Road*, as well as activities for children.

For more information on the Cultural Council, see our page on the town's website under Community.

Massachusetts Cultural Council

East Boston Camps Advisory Group

To assist it in formulating policies for long term use of the camps, and as recommended by the East Boston Camps Master Plan, the Conservation Commission formed an advisory group, called the East Boston Camps Advisory Group, whose roles and responsibilities include: reviewing past usage of facilities and developing new policies/guidelines for its use; researching potential revenue generating programs that will offset maintenance expenses including grant applications and volunteer assistance; making recommendations to the Conservation Commission including implementation steps; and advising the Conservation Commission on other land use issues.

Peter Mahler
Conservation Commission

Marilyn Frank
Community Preservation Committee

Doug Deschenes
Westford Land Preservation Foundation

Leslie Thomas
Water Commission

Andrea Peraner-Sweet
Selectmen

At Large Citizen Members:
Jim Gozzo
Paul Cully
Bob Boonstra

Different members of the Recreation Commission will alternate in their participation. The Committee meets once a month as necessary on an off Wednesday to the Conservation Commission meetings at 7:30 P.M. in the Millennium Conference Room B. Check the Town website for meeting postings.

The East Boston Camps Advisory Group reviewed many proposed and actual projects for the property. The East Boston Camps Advisory Group met with three summer camp operators who expressed an interest in running a camp operation on the property, toured the property with them, and recommended to the Conservation Commission that they develop and issue an RFP for summer camp operations on the EBC property for 2011. The group explored the finances of banked funds available for camp repairs, and discovered that there is a substantial amount still available from the Trust for Public Lands grant. The East Boston Camps Advisory Group created evaluation criteria and a spreadsheet for the purposes of determining the condition of all the camp buildings and establishing a capital plan for sustaining the buildings in a usable, safe condition. The East Boston Camps Advisory Group recommended to the Conservation Commission that they issue a request for bids to evaluate the camp buildings in accordance with the spreadsheet.

Emergency Management Agency

The Emergency Management Agency provides emergency planning, coordination and procurement of resources during an emergency. Additionally, Emergency Management assists citizens', businesses', and the community's mitigation against, response to, and recovery from emergencies, both manmade and natural.

Joe Targ
Co-Director
Tim Whitcomb
Co-Director

February 2010 delivered the area with a significant weather event, beginning with snow and ending with heavy rains, leaving less than 100 residences in Town with power. We monitored the situation and worked with National Grid throughout the efforts to restore power. Despite the situation there weren't any calls to open a shelter.

During mid and late March, the Town experienced heavy rain events that caused multiple street and basement flooding. We met with some residents that experienced extraordinary flooding and required assistance. Littleton had issues with a culvert that went under Route 119 putting a strain on the structures along Stony Brook. We worked with the Federal Emergency Management Agency (FEMA) to assist residents and the Town, mitigate and receive reimbursement for losses which were a result of flood damage.

In early July, the Town experienced a heat wave. In response we met with department heads which make up the Local Emergency Planning Committee (LEPC) at the Cameron Senior Center for coordination and implementation of a plan for monitoring the elderly and those in need of assistance.

During the end of August we monitored the approach of Hurricane Earl and again met with LEPC. We prepared for the possible opening of shelters and monitoring of the elderly and those in need. Fortunately, the storm fizzled out just off shore giving us only some light wind and rain.

The first real snow of 2010 arrived at the end of December, in the form of a blizzard. We met with the department heads and monitored Massachusetts Emergency Management Agency's (MEMA) conference calls in preparation for this event. A City Watch Community Notification announcement was sent out to over 4500 phone numbers with pre-storm and post-storm information. Public Safety staffing levels were increased; elderly calling lists were reviewed, verified and updated; and the agency prepared for the possible opening of shelters. Although the snow and heavy winds continued throughout the night and into the following day, overall Westford was well prepared and only had scattered power outages.

Emergency Management submitted and received, for the Town, a grant from NERAC for $17,170 that we used to purchase a 3 line trailer message board. We also applied for and received an Emergency Management grant from FEMA for $2,500 that went into the general fund.

We opened discussions with the Town of Littleton in regards to organizing an Emergency Preparedness Table Top Exercise, to aid in evaluating both communities readiness for emergency situations. We are planning to conduct this exercise in 2011.

Westford Emergency Management maintains our membership with North Middlesex Area Emergency Planning Committee as our Regional Emergency Planning Committee.

Energy Committee

2010 marks the second year of existence for the Energy Committee. The Committee has continued to focus on its mission of "Advising and assisting the town by researching. identifying, designing, recommending and implementing programs and equipment to encourage and achieve energy efficiency and conservation."

The committee thanks former members Kevin Slein, Larry Order and Irene Yurovska for their efforts. The committee also thanks Board of Selectmen liaison Valerie Wormell for the guidance, support and encouragement she provided. Additionally, the committee thanks Assistant Town Engineer Jeremy Downs, Land Use Director Angus Jennings and Assistant Town Manager John Mangiaratti for their continued assistance and support.

Steve Esposito
Chair

Jeff Geller
Vice Chair

Tom Rose
Secretary

Steve Dardinski,
Hale Powell
Steve Sparrow
Jonathan Ash

Richie Crocker,
ex-officio member

The committee meets on the first and third Monday of each month, at 7 pm in the police training room. The committee can be reached via email at: energy@westfordma.gov.

Renewable Energy Generation
During 2010, the committee worked on two renewable energy generation projects: the Stony Brook Middle School Solar PV Project, and a Power Purchase Agreement (PPA) project for Westford Academy.

Figure 1 – Stony Brook Solar Array Under Construction

Working with the Westford School Department, the Energy Committee applied for, and won grant funding of $178,000 for the Stony Brook project. A Request for Proposal (RFP) for the Stony Brook project was released. The responses to the RFP were assessed, and a recommendation made. Fall River Electrical Associates, Inc. was selected as the vendor.

Installation of the solar array commenced on November 29th. It is anticipated that the project will be complete and generating electricity by the end of the year. Based on the economic

analysis performed by the committee, the benefit to the town is approximately $8,000 annually for the 25 year life of the system – at no cost to the town.

At the same time, a Power Purchase Agreement (PPA) arrangement for a solar system on Westford Academy was investigated. This is an arrangement where an outside vendor constructs, operates and maintains the solar system, and the town purchases the electricity produced at a greatly reduced rate. Again, working with the School Department, the committee released a RFP. After reviewing the responses, it was determined that it was in the best interest of the town to not pursue a PPA of this type at this time.

The committee is assisting the Town Manager's office in the investigation of a new type of PPA: a "remote" PPA. This is an arrangement where the town could offset transmission and distribution charges based on power produced by an off site renewable energy facility.

MassEnergyInsight
The Massachusetts DOER has made available energy management software for cities and towns to use. The Energy Committee provided assistance by configuring the software for use by the town, and organizing the incoming energy usage data.

The Green Communities Act
The Energy Committee investigated the Massachusetts Green Communities Act in order to recommend to the Board of Selectmen whether or not to pursue designation as a Green Community. After careful consideration, the committee presented its detailed findings to the Board, and recommended the town not pursue designation at this time. However, the Energy Committee felt that some of the elements of the Green Communities Act were beneficial for the town to pursue. In particular, the Energy Committee recommended, and the Board agreed that an Energy Reduction Plan be formulated for the town.

Conclusion
In 2010, the Energy Committee was able to make significant progress on the projects and efforts started in 2009. The committee looks forward to a very productive 2011.

Engineering Department

Paul Starratt, P.E.
Town Engineer
Jeremy Downs, P.E.
Assistant Town Engineer

2010 saw the addition of a new staff member to the Engineering Department with Jeremy Downs taking on the Assistant Town Engineer responsibilities. Jeremy is a registered Professional Engineer with over 15 years of experience and he has greatly increased the department's capacity to take on engineering projects for the town.

This department has responsible charge for public projects that must meet local, State and Federal requirements for procurement, environmental impact, transportation, safety, zoning and accessibility. Engineering responsibilities for these projects include design, estimates, construction management and inspectional services. Private projects are also reviewed for compliance with Town ordinances in stormwater, traffic and subdivision rules and regulations. In 2010, Engineering was involved with the following public projects:

- Construction inspection for site work at the Cameron Senior Center & Town Hall renovation projects and the Boston Road Affordable Housing Project.
- Assistance with the Perchlorate Remediation program, including oversight of the Stepinski Well and Nutting Road Treatment Facility construction projects.
- Conceptual design for a new crosswalk at the Town Center.
- Assistance with traffic circulation at Patten Road and the Westford Academy campus.
- Hartford Road traffic calming and drainage improvements.
- Guidance for acceptance of seven roads at Special Town Meeting (Swedes Crossing, Tavern Circle, Vineyard Road, Tyler Road, Christy Lane, Daniel Drive and Elderberry Way).
- Engineering site plan reviews of the Boston Road & Stonybrook II Affordable Housing Projects and the Carlisle Road Veteran's Housing Project.
- Coordination and planning for the Bruce Freeman Rail Trail with MassDOT and the Friends of the Bruce Freeman Rail Trail.
- Oversight of the Route 110 Littleton Road and Boston Road intersection improvements through the 25% design phase.
- Survey, design and construction estimate for the Nabnassett Fire Station Industrial Wastewater Holding Tank Project.
- Oversight of the Landfill Gas Monitoring program.

The Engineering Department works closely with the Highway Department, Planning Department, Conservation Commission and Parks Department to support the maintenance and operations of the Town's infrastructure. Engineering services include reviewing plans and specifications for compliance with design standards, and the construction inspection of subdivision infrastructure for compliance with approved plans. Key responsibilities are as follows:

- Coordination with other government agencies and utility companies when projects are in the public right-of-way.
- Attend development review meetings and public hearings in coordination with the Planning Board and Zoning Board of Appeals, to review applications for compliance with Town standards and appropriate engineering practices.
- Conduct inspections of work within the public right-of-way and on developing parcels throughout the construction process.
- Provide assistance to the public regarding right-of-way issues.
- Process road opening permits and calculate road opening bonds.
- Administer and coordinate engineering consultant contracts.

- Design and administer projects for the annual Capital Improvement Program, including roadway, curb, gutter, and sidewalk improvement analyses.
- Perform minor traffic engineering analyses.
- Respond to neighborhood concerns and requests.
- Oversight in the preparation of the 2010 Unaccepted Roads Pavement Management Report.

Additionally, the Engineering Department has a lead role in the management of the United States Environmental Protection Agency's Phase II Stormwater program that requires the Town to meet permit thresholds in order to discharge stormwater runoff into our natural resources. In order to protect and preserve the natural resources in Westford, this department worked with the School Department and the SuAsCo* Community Watershed Council in a week long course to teach stormwater responsibility to all fifth grade students through the Living Labs program. Students are introduced to the concept of stormwater, including an outdoor demonstration of a catch basin and rain garden as well as an indoor lab that teaches map reading and watershed principles.

* Sudbury, Assabet and Concord Rivers

Finance Committee

The Finance Committee is an independent town board whose members are appointed by the Town Moderator for overlapping three-year terms. The Committee is charged with advising Town Meeting on all matters with a financial impact on the town.

To make informed recommendations, committee members regularly consult other committees and town officials. Members of the Committee regularly attend School Committee, Board of Selectmen, and Permanent Town Building Committee meetings, among others, in order to keep abreast of matters with fiscal impact. The Finance Committee chair also participates in a monthly meeting with the Selectmen and School Committee chairs.

Michael Princi
Chair

Mark Kost
Vice Chair

Jeanne Drula
Clerk

Ellen Doucette
Al Herget
Matthew Lewin
Ingrid Nilsson
Rose O'Donnell
Dennis Wrona

An extensive review process and much deliberation preceded the Committee's FY11 budget recommendations. During this period, the Committee met with the Town Manager, Finance Director, department heads, Board of Selectmen and School Committee to discuss the proposed budgets and to gather information necessary to provide the budget recommendation to Annual Town Meeting. The Committee publishes and mails its recommendations and background information on the budget to all Westford residents before Annual Town Meeting.

In March 2010, Annual Town Meeting passed an $89,462,637 operating budget for FY11, an increase of about $1,524,099 (1.7%) over the prior year. Most departments made cuts in their operating expenses. $1,788,878 in Free Cash was used to balance the FY11 budget. In the fall, Free Cash was certified at $4,147,647. The Free Cash balance remaining of $2,358,769 added to our projected Stabilization Fund balance as of June 30, 2011 of $3,552,884, which is $1,383,649 above the minimum recommended level. The net effect of these budget elements yielded a tax impact increase of 2.17%.

2010 continued to see economic challenges. We saw continued cuts in state aid as other local revenue also saw significant decreases. Collective bargaining obligations and government mandates continue to pressure our expenses. Health insurance and pension liabilities continue to grow across all departments. Despite these economic constraints, the town was able to complete the renovations of both the Town Hall and the Senior Center.

In August 2010, the Committee conducted its annual reorganization and elected Michael Princi, Chair; Mark Kost, Vice Chair; and Jeanne Drula, Clerk. With no departures the committee grew to nine members with the appointment of Matthew Lewin, who joined the Committee and immediately provided new insight and perspectives. The Committee meets Thursdays at 7:00 pm, weekly during budget reviews and once or twice a month otherwise. Finance Director Suzanne Marchand and Finance and Budget Analyst Dan O'Donnell provide invaluable financial updates and assistance to the Committee.

At Fall Town Meeting, the Town approved an early retirement bill that will save the Town an estimated $244,000 over three years. The committee would like to congratulate Suzanne Marchand who will be retiring in early 2011 due to the acceptance of the early retirement legislation. Thank you, Suzanne, for your tireless service. You have served us well. Congratulations as well to Dan O'Donnell who will be assuming the role of Budget Director.

Finance Department

The Financial Statements for the Fiscal Year ended June 30, 2010 are herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

Suzanne Marchand
Finance Director/Treasurer

Alice Ferro
Town Accountant

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue.

An audit of the Town's financial records by Melanson Health and Company, PC, Certified Public Accountants has been completed and the results of that audit are available for public inspection in the office of the Finance Director.

STATEMENT OF NET ASSETS

JUNE 30, 2010

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current:			
Cash and short-term investments	$ 14,930,043	$ 2,713,211	$ 17,643,254
Restricted cash	368,879	-	368,879
Restricted investments	16,605,284	-	16,605,284
Investments	11,553,030	-	11,553,030
Receivables, net of allowance for uncollectibles:			
Property taxes	487,990	-	487,990
Excises	113,432	-	113,432
Departmental and other	17,506	-	17,506
User fees	-	1,153,599	1,153,599
Intergovernmental	-	2,248,501	2,248,501
Other assets	75,833	-	75,833
Noncurrent:			
Receivables, net of allowance for uncollectibles:			
Property taxes	342,530	-	342,530
Other assets	428,334	-	428,334
Capital assets			
Land and construction in progress	35,932,858	2,390,430	38,323,288
Other capital assets, net of accumulated depreciation	201,820,669	40,160,919	241,981,588
TOTAL ASSETS	282,676,388	48,666,660	331,343,048
LIABILITIES			
Current:			
Warrants payable	1,542,284	349,428	1,891,712
Accrued liabilities	889,450	58,964	948,414
Notes payable	-	3,035,380	3,035,380
Tax refunds payable	1,254,770	-	1,254,770
Other current liabilities	995,578	9,212	1,004,790
Current portion of long-term liabilities:			
Bonds payable	6,624,087	729,508	7,353,595
Compensated absences	67,979	8,684	76,663
Bond premium	33,571	-	33,571
Noncurrent:			
Bonds payable, net of current portion	62,476,418	10,362,721	72,839,139
Compensated absences, net of current portion	1,291,598	165,000	1,456,598
Accrued other post employment benefits	9,538,511	348,170	9,886,681
Bond premium, net of current portion	196,899	-	196,899
TOTAL LIABILITIES	84,911,145	15,067,067	99,978,212
NET ASSETS			
Invested in capital assets, net of related debt	170,717,583	30,739,556	201,457,139
Restricted for:			
State and federal grants	2,835,491	-	2,835,491
Permanent funds:			
Nonexpendable	482,011	-	482,011
Expendable	222,065	-	222,065
Unrestricted	23,508,093	2,860,037	26,368,130
TOTAL NET ASSETS	$ 197,765,243	$ 33,599,593	$ 231,364,836

See notes to financial statements.

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2010

		Program Revenues			Net (Expenses) Revenues and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities:							
General government	$ 7,166,237	$ 519,421	$ 740,838	$ -	$ (5,905,978)	$ -	$ (5,905,978)
Public safety	7,914,968	679,344	360,727	-	(6,874,897)	-	(6,874,897)
Education	63,494,309	3,465,762	27,464,290	-	(32,564,257)	-	(32,564,257)
Public works	4,544,384	15,769	300,639	538,031	(3,689,945)	-	(3,689,945)
Health and human services	4,642,051	178,175	826,104	-	(3,637,772)	-	(3,637,772)
Culture and recreation	1,945,068	207,078	272,467	-	(1,465,523)	-	(1,465,523)
Employee benefits	10,882,105	-	-	-	(10,882,105)	-	(10,882,105)
Interest	2,050,384	-	-	-	(2,050,384)	-	(2,050,384)
Intergovernmental	427,386	-	-	-	(427,386)	-	(427,386)
Total Governmental Activities	103,066,892	5,065,549	29,965,065	538,031	(67,498,247)	-	(67,498,247)
Business-Type Activities:							
Water services	3,637,525	3,512,666	-	-	-	(124,859)	(124,859)
Ambulance	973,297	532,780	-	-	-	(440,517)	(440,517)
Recreation	1,304,495	984,900	-	-	-	(319,595)	(319,595)
Total Business-Type Activities	5,915,317	5,030,346	-	-	-	(884,971)	(884,971)
Total	$ 108,982,209	$ 10,095,895	$ 29,965,065	$ 538,031	(67,498,247)	(884,971)	(68,383,218)
		General Revenues, Contributions, and Transfers:					
		Property taxes			56,915,923	-	56,915,923
		Excises			2,701,112	-	2,701,112
		Penalties, interest and other taxes			543,344	-	543,344
		Grants and contributions not restricted to specific programs			1,995,642	-	1,995,642
		Intergovernmental revenue			-	145,251	145,251
		Investment income			1,230,735	9,870	1,240,605
		Miscellaneous			613,937	438,829	1,052,766
		Permanent fund contributions			27,450	-	27,450
		Transfers (net)			(594,438)	594,438	-
		Total general revenues, contributions, and transfers			63,433,705	1,188,388	64,622,093
		Change in Net Assets			(4,064,542)	303,417	(3,761,125)
		Net Assets:					
		Beginning of year			201,829,785	33,296,176	235,125,961
		End of year			$ 197,765,243	$ 33,599,593	$ 231,364,836

See notes to financial statements.

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2010

	General Fund	Community Preservation Act Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and short-term investments	$ 9,600,870	$ 55,000	$ 5,274,173	$ 14,930,043
Restricted cash	368,879	-	-	368,879
Restricted investments	16,605,284	-	-	16,605,284
Investments	58,845	6,198,347	5,295,838	11,553,030
Receivables:				
Property taxes	922,799	-	-	922,799
Excises	128,849	-	-	128,849
Departmental and other	287	16,871	377	17,535
TOTAL ASSETS	$ 27,685,813	$ 6,270,218	$ 10,570,388	$ 44,526,419
LIABILITIES AND FUND BALANCES				
Liabilities:				
Warrants payable	$ 832,928	$ 138,129	$ 571,227	$ 1,542,284
Accrued Liabilities	461,073	-	-	461,073
Deferred revenues	782,855	16,871	377	800,103
Tax refunds payable	1,254,770	-	-	1,254,770
Other liabilities	995,578	-	-	995,578
TOTAL LIABILITIES	4,327,204	155,000	571,604	5,053,808
Fund Balances:				
Reserved for:				
Encumbrances and continuing appropriations	2,070,609	-	-	2,070,609
Perpetual (nonexpendable) permanent funds	-	-	482,011	482,011
Debt service	16,974,163	-	-	16,974,163
Unreserved:				
Undesignated, reported in:				
General fund	4,313,837	-	-	4,313,837
Special revenue funds	-	6,115,218	6,054,980	12,170,198
Capital project funds	-	-	3,239,728	3,239,728
Permanent funds	-	-	222,065	222,065
TOTAL FUND BALANCES	23,358,609	6,115,218	9,998,784	39,472,611
TOTAL LIABILITIES AND FUND BALANCES	$ 27,685,813	$ 6,270,218	$ 10,570,388	$ 44,526,419

See notes to financial statements.

RECONCILIATION OF TOTAL GOVERNMENTAL FUND

BALANCES TO NET ASSETS OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET ASSETS

JUNE 30, 2010

Total governmental fund balances	$	39,472,611
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		237,753,527
Revenues are reported on the accrual basis of accounting and are not deferred until collection.		692,378
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.		(428,377)
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.		(79,724,896)
Net assets of governmental activities	$	197,765,243

See notes to financial statements.

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2010

	General Fund	Community Preservation Act Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:				
Property taxes	$ 55,390,064	$ 1,284,731	$ -	$ 56,674,795
Excises	2,703,725	-	-	2,703,725
Penalties, interest and other taxes	534,154	-	-	534,154
Betterments	9,190	-	-	9,190
Charges for services	-	-	3,711,064	3,711,064
Intergovernmental:	26,768,743	485,429	5,154,207	32,408,379
Licenses and permits	1,307,773	-	-	1,307,773
Fines and forfeitures	23,937	-	-	23,937
Investment income	820,910	211,404	198,421	1,230,735
Miscellaneous	222,124	57,528	497,145	776,797
Total Revenues	87,780,620	2,039,092	9,560,837	99,380,549
Expenditures:				
Current:				
General government	3,877,587	3,036,792	790,898	7,705,277
Public safety	7,629,824	-	367,000	7,996,824
Education	50,697,651	-	6,149,459	56,847,110
Public works	4,180,232	-	567,226	4,747,458
Health and human services	827,106	-	3,750,152	4,577,258
Culture and recreation	1,740,746	-	435,576	2,176,322
Employee benefits	9,713,928	-	-	9,713,928
Debt service	9,610,002	-	-	9,610,002
Intergovernmental	427,386	-		427,386
Total Expenditures	88,704,462	3,036,792	12,060,311	103,801,565
Excess (deficiency) of revenues over expenditures	(923,842)	(997,700)	(2,499,474)	(4,421,016)
Other Financing Sources (Uses):				
Bond proceeds	-	1,025,000	5,375,000	6,400,000
Transfers in	990,648	-	532,239	1,522,887
Transfers out	(955,749)	-	(1,161,576)	(2,117,325)
Total Other Financing Sources (Uses)	34,899	1,025,000	4,745,663	5,805,562
Excess (deficiency) of revenues and other sources over expenditures and other uses	(888,943)	27,300	2,246,189	1,384,546
Fund Equity, at Beginning of Year	24,247,552	6,087,918	7,752,595	38,088,065
Fund Equity, at End of Year	$ 23,358,609	$ 6,115,218	$ 9,998,784	$ 39,472,611

See notes to financial statements.

RECONCILIATION OF THE STATEMENT OF REVENUES

EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2010

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	$	1,384,546
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Capital outlay purchases		5,653,641
Depreciation		(7,644,309)
Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.		238,842
The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets:		
Bond proceeds		(6,400,000)
Repayments of debt		7,664,060
Amortization of refunding		(75,833)
Amortization of bond premium		41,106
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.		11,610
Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.		(4,938,205)
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	$	(4,064,542)

See notes to financial statements.

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2010

	Budgeted Amounts			Variance with Final Budget
	Original Budget	Final Budget	Actual Amounts	Positive (Negative)
Revenues and Other Sources:				
Taxes	$ 55,476,333	$ 55,476,333	$ 55,476,333	$ -
Excise	2,800,000	2,800,000	2,703,725	(96,275)
Penalties, interest and other taxes	540,000	540,000	534,154	(5,846)
Betterments	10,000	10,000	9,190	(810)
Intergovernmental	19,986,098	19,986,098	20,287,544	301,446
Licenses and permits	1,012,000	1,012,000	1,307,773	295,773
Fines and forfeits	17,000	17,000	23,937	6,937
Investment income	2,073,618	2,073,618	820,910	(1,252,708)
Miscellaneous	80,000	80,000	222,123	142,123
Transfers in	135,500	950,500	990,649	40,149
Use of free cash	2,053,857	2,053,857	2,053,857	-
Use of overlay surplus	303,515	303,515	303,515	-
Use of designated fund balance	552,685	552,685	552,685	-
Total Revenues and Other Sources	85,040,606	85,855,606	85,286,395	(569,211)
Expenditures and Other Uses:				
General government	4,321,180	4,321,180	3,970,400	350,780
Public safety	7,874,425	7,874,425	7,650,219	224,206
Education	45,184,055	45,184,055	44,940,107	243,948
Public works	4,238,606	4,238,606	4,110,974	127,632
Health and human services	842,439	842,439	759,267	83,172
Culture and recreation	1,792,891	1,792,891	1,754,016	38,875
Debt service	9,820,502	9,820,502	9,713,928	106,574
Intergovernmental	462,792	462,792	427,386	35,406
Employee benefits	9,665,685	9,665,685	9,591,708	73,977
Transfers out	140,749	955,749	955,749	-
Other uses-oil spill deficit raised	297,204	297,204	297,204	-
Other uses-snow and ice deficit raised	400,078	400,078	400,078	-
Total Expenditures and Other Uses	85,040,606	85,855,606	84,571,036	1,284,570
Excess (deficiency) of revenues and other sources over expenditures and other uses	$ -	$ -	$ 715,359	$ 715,359

See notes to financial statements.

PROPRIETARY FUNDS

STATEMENT OF NET ASSETS

JUNE 30, 2010

	Business-Type Activities Enterprise Fund			
	Water Fund	Ambulance Fund	Recreation Fund	Total Fund
ASSETS				
Current:				
Cash and short-term investments	$ 2,107,437	$ 374,382	$ 231,392	$ 2,713,211
User fees, net of allowance for uncollectibles	958,060	195,539	-	1,153,599
Due from other governments	2,248,501	-	-	2,248,501
Total current assets	5,313,998	569,921	231,392	6,115,311
Noncurrent:				
Capital Assets:				
Land and construction in progress	2,115,683	-	274,747	2,390,430
Other capital assets, net of accumulated depreciation	39,209,575	201,754	749,590	40,160,919
Total noncurrent assets	41,325,258	201,754	1,024,337	42,551,349
TOTAL ASSETS	46,639,256	771,675	1,255,729	48,666,660
LIABILITIES				
Current:				
Warrants payable	268,373	44,469	36,586	349,428
Accrued liabilities	58,964	-	-	58,964
Notes payable	3,035,380	-	-	3,035,380
Other liabilities	9,212	-	-	9,212
Current portion of long-term liabilities:				
Bonds payable	729,508	-	-	729,508
Compensated absences	4,774	2,494	1,416	8,684
Total current liabilities	4,106,211	46,963	38,002	4,191,176
Noncurrent:				
Bonds payable, net of current portion	10,362,721	-	-	10,362,721
Compensated absences	90,712	47,381	26,907	165,000
Accrued other post employment benefits	176,395	61,924	109,851	348,170
Total noncurrent liabilities	10,629,828	109,305	136,758	10,875,891
TOTAL LIABILITIES	14,736,039	156,268	174,760	15,067,067
NET ASSETS				
Invested in capital assets, net of related debt	29,513,465	201,754	1,024,337	30,739,556
Unrestricted	2,389,752	413,653	56,632	2,860,037
TOTAL NET ASSETS	$ 31,903,217	$ 615,407	$ 1,080,969	$ 33,599,593

See notes to financial statements.

Proof: Total assets = liabilities + net assets (always zero) - - - -

PROPRIETARY FUNDS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2010

	Business-Type Activities Enterprise Funds			
	Water Fund	Ambulance Fund	Recreation Fund	Total
Cash Flows From Operating Activities:				
Receipts from customers and users	$ 3,313,887	$ 579,492	$ 984,899	$ 4,878,278
Payments to vendors and employees	(2,009,282)	(851,536)	(1,139,777)	(4,000,595)
Net Cash Provided By (Used For) Operating Activities	1,304,605	(272,044)	(154,878)	877,683
Cash Flows From Capital and Related Financing Activities:				
Acquisition, construction, and disposition of capital assets	(1,344,221)	-	-	(1,344,221)
Principal payments on bonds and notes	(706,164)	-	-	(706,164)
Bond anticipation note proceeds	2,406,038	-	-	2,406,038
Interest expense	(225,366)	-	-	(225,366)
Intergovernmental revenue	(1,473,908)	-	-	(1,473,908)
Restitution	314,376	-	-	314,376
Net Cash (Used For) Capital and Related Financing Activities	(1,029,245)	-	-	(1,029,245)
Cash Flows From Noncapital Financing Activities:				
Transfers in	-	394,586	199,852	594,438
Net Cash Provided By Noncapital Financing Activities	-	394,586	199,852	594,438
Cash Flows From Investing Activities:				
Investment income	6,871	1,846	1,153	9,870
Net Cash Provided By Investing Activities	6,871	1,846	1,153	9,870
Net Change in Cash and Short-Term Investments	282,231	124,388	46,127	452,746
Cash and Short-Term Investments, Beginning of Year	1,825,206	249,994	185,265	2,260,465
Cash and Short-Term Investments, End of Year	$ 2,107,437	$ 374,382	$ 231,392	$ 2,713,211
Reconciliation of Operating Income to Net Cash Provided By (Used For) Operating Activities:				
Operating income (loss)	$ 211,413	$ (426,970)	$ (319,595)	$ (535,152)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:				
Depreciation	1,215,065	56,540	94,873	1,366,478
Changes in assets and liabilities:				
Receivables	(309,685)	33,165	-	(276,520)
Warrants payable	170,599	31,437	21,034	223,070
Other liabilities	(36,875)	-	-	(36,875)
Compensated absences	(21,258)	6,191	(139)	(15,206)
Accrued other post employment benefits	79,115	27,593	48,949	155,657
Accrued liabilities	(3,769)	-	-	(3,769)
Net Cash Provided By (Used For) Operating Activities	$ 1,304,605	$ (272,044)	$ (154,878)	$ 877,683

See notes to financial statements.

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2010

	Agency Funds
ASSETS	
Cash and short-term investments	$ 1,266,823
Departmental receivables	149,567
Total Assets	1,416,390
LIABILITIES AND NET ASSETS	
Warrants payable	23,505
Deferred revenue	149,567
Escrow deposits	1,243,318
Total Liabilities	$ 1,416,390

See notes to financial statements.

Combined Balance Sheet (Unaudited)

All Fund Types and Account Group
June 30, 2010

	Governmental Fund Types			Proprietary Fund Type	Fund Types	Account Group	Totals
	General	Special Revenue	Capital Project	Enterprise	Trust and Agency	General Long-Term Debt	(Memorandum Only)
ASSETS							
Cash and cash equivalents	$ 26,579,958	$ 9,415,217	$ 2,333,075	$ 2,476,093	$ 6,222,579	$ -	$ 47,026,923
Cash held by others	-	-	-	-	55,977	-	55,977
Receivables:		16,871					16,871
Property Taxes	542,498	-	-	-	-	-	542,498
Prepaid Property Taxes	-	-	-	-	-	-	-
Tax Title	380,588	-	-	-	-	-	380,588
Tax Foreclosure	264,455	-	-	-	-	-	264,455
Excises	128,849	-	-	-	-	-	128,849
Charges for services	-	-	-	986,913	-	-	986,913
Street betterments	36,916	-	-	-	-	-	36,916
Due from MWPAT	-		2,248,501	-	-	-	2,248,501
Amt provided for the ret anticipation notes		-	3,035,380	-		-	3,035,380
Amt provided for the ret gen long-term debt	-	6,950,000	-	11,092,228	-	62,150,505	80,192,733
Total Assets	$ 27,933,264	$ 16,382,089	$ 7,616,956	$ 14,555,235	$ 6,278,556	$ 62,150,505	$ 134,916,605
LIABILITIES AND FUND EQUITY							
Liabilities:							
Warrants payable	$ 1,294,000	$ 631,219	$ 241,704	$ 179,625	$ 29,740	$ -	$ 2,376,288
Payroll Withholdings	920,860	-	-		-	-	920,860
Deferred revenues	89,456	16,871	-	986,913	-	-	1,093,240
Deferred Intergovernmental			2,248,501				2,248,501
Overlay	1,263,850						1,263,850
Anticipation notes payable	-	-	3,035,380		-	-	3,035,380
General obligation bonds payable	-	6,950,000	-	11,092,228	-	62,150,505	80,192,733
Tailings/Refunds	79,488						79,488
Other liabilities	-		-	9,212	1,243,318	-	1,252,530
Total Liabilities	3,647,655	7,598,090	5,525,584	12,267,979	1,273,059	62,150,505	92,462,872
Fund Equity:							
Reserved for encumbrances	987,905	76,887	-	79,998	-	-	1,144,791
Reserved for endowment	-	-	-	-	465,010	-	465,010
Reserved for Expenditures	1,082,704	3,881,599	-	70,000	-	-	5,034,303
Reserved for Petty cash	5,500	-	-	100	-	-	5,600
Unreserved/undesignated	5,525,285	4,825,512	2,091,372		4,540,488	-	16,982,657
Other (Premium on Bans)	-	-		-			-
Designated for premium on anticipation notes	-	-	-	-	-	-	-
Designated for debt service	16,926,851						16,926,851
Designated for debt exclusion reduction	47,311						47,311
Designated for appropriation deficits	(289,948)	-	-	-	-	-	(289,948)
Designated for teacher deferral	-	-	-	-	-	-	-
Retained earnings	-	-	-	2,137,158	-	-	2,137,158
Total Fund Equity	24,285,609	8,783,999	2,091,372	2,287,256	5,005,498	-	42,453,733
Total Liabilities and Fund Equity	$ 27,933,264	$ 16,382,089	$ 7,616,956	$ 14,555,235	$ 6,278,556	$ 62,150,505	$ 134,916,605

FY 2010 BUDGET BASIS - GENERAL FUND

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
122 SELECTMEN									
Expenses	300.00	12,725.00	-	-	-	7,950.00	20,406.05	-	568.95
Capital	13,201.21	-	-	-	-	-	-	-	13,201.21
123 TOWN MANAGER									
Personal Services	-	307,214.00	-	-	-	-	270,277.51	-	36,936.49
Expenses	1,200.00	18,100.00	-	-	-	-	11,931.48	1,269.16	6,099.36
Capital	21,051.80	-	100,000.00	100,000.00	-	115,000.00	235,054.61	79,945.39	21,051.80
131 FINANCE COMMITTEE									
Expenses	-	8,063.00	-	-	-	-	5,406.00	-	2,657.00
Reserve Fund	-	192,000.00	-	115,000.00	-	(213,953.00)	-	-	93,047.00
132 FINANCE DIRECTOR									
Personal Services	-	230,841.00	-	-	-	-	230,840.51	-	0.49
Expenses	4,797.04	37,955.00	-	-	-	-	40,910.59	455.33	1,386.12
Capital	20,000.00	-	-	-			8,800.00	11,200.00	-
133 TOWN ACCOUNTANT									
Personal Services	-	209,562.00	-	-	2,878.61	-	203,384.10	-	9,056.51
Expenses	340.93	2,900.00	-	-	-	-	3,075.35	-	165.58
141 ASSESSORS									
Personal Services	-	200,836.00	-	-	-	-	200,836.00	-	-
Expenses	10,000.00	60,900.00	-	-	-	-	28,756.91	34,155.00	7,988.09
145 TAX COLLECTOR									
Personal Services	-	169,257.00	-	-	31.83	-	169,288.83	-	-
Expenses	-	61,715.00	-	-	-	2,350.00	55,608.59	-	8,456.41
151 LEGAL SERVICES									
Expenses	22,552.07	178,200.00	-	-	-	40,561.00	241,168.52	-	144.55
152 HUMAN RESOURCES									
Personal Services	-	166,584.00	-	-	-	-	164,746.94	-	1,837.06
Expenses	2,040.24	12,020.00	-	-		-	13,155.05	-	905.19
Comp Reserve	-	132,611.00	-	-	(26,118.81)	-	-	80,000.00	26,492.19
155 TECHNOLOGY									
Personal Services	-	291,711.00	-	-	3,426.00	-	282,706.91	-	12,430.09
Expenses	14,193.07	631,654.00	-	-	-	-	620,699.92	11,200.00	13,947.15
Capital	92,296.02	-	260,000.00		-	-	295,348.20	56,947.82	-

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
161 TOWN CLERK									
Personal Services	-	194,646.00	-	-	-	-	194,445.83	-	200.17
Expenses	1,617.84	23,197.00	-	-	-	-	16,685.76	3,400.00	4,729.08
Capital	17,194.46	-	-	-	-	-	2,288.00	14,906.46	-
170 PERMITTING									
Personal Services	-	179,212.00	-	-	-	-	140,752.34	-	38,459.66
Expenses	2,602.75	49,000.00	-	-	-	-	34,745.73	15,476.35	1,380.67
171 CONSERVATION COMMISSION									
Personal Services	-	72,946.00	-	-	-	-	72,946.00	-	-
Expenses	14.21	5,750.00	-	-	-	-	4,380.76	853.38	530.07
175 PLANNING BOARD									
Personal Services	-	66,197.00	-	-	-	-	66,197.00	-	-
Expenses	3,961.11	24,550.00	-	-	-	-	11,465.56	15,611.10	1,434.45
Capital	3,500.00	-	-	-	-	-	3,500.00	-	-
176 ZONING BD OF APPEALS									
Expenses	1,345.49	5,000.00	-	-	-	-	3,862.33	1,566.66	916.50
Capital	-	-	-	-	-	-	-	-	-
179 GIS									
Personal Services	-	96,714.00	-	-	-	-	84,539.62	-	12,174.38
Expenses	17,253.00	25,000.00	-	-	-	-	2,701.81	14,000.00	25,551.19
Capital	-	-	-	-	-	-	-	-	-
192 TOWN HALL									
Personal Services	-	44,795.00	-	-	-	-	42,476.90	-	2,318.10
Expenses	10,211.01	102,200.00	-	-	-	-	94,197.86	11,499.31	6,713.84
Capital	8,495.50	-	-	-	-	-	-	8,495.50	-
Bill of Prior Year	-	-	-	-	-	-	-	-	-
GENERAL GOVERNMENT	268,167.75	3,814,055.00	360,000.00	215,000.00	(19,782.37)	(48,092.00)	3,877,587.57	360,981.46	350,779.35
210 POLICE									
Personal Services	-	3,887,680.00	-	(12,000.00)	-	-	3,724,802.98	-	150,877.02
Expenses	88.70	380,488.00	-	12,000.00	-	-	389,619.16	2,854.97	102.57
Capital	-	-	109,819.00	-	-	-	104,763.44	3,425.00	1,630.56
220 FIRE									
Personal Services	-	2,524,585.00	-	-	-	-	2,498,753.85	9,000.00	16,831.15
Grant Offset	-	(206,486.00)	-	-	-	-	(206,486.00)	-	-
Expenses	619.69	229,711.00	-	-	-	-	195,436.06	5,005.30	29,889.33
Capital	-	-	543,000.00	-	-	-	541,771.60	-	1,228.40

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
241 BUILDING DEPARTMENT									
Personal Services	-	235,397.00	-	-	4,834.75	-	232,164.80	-	8,066.95
Expenses	3,000.00	17,497.00	-	-	-	-	12,052.07	2,100.00	6,344.93
244 SEALER WEIGHTS & MEASURES									
Personal Services	-	-	-	-	-	-	-	-	-
Expenses	-	3,000.00	-	-	-	-	3,000.00	-	-
291 EMERGENCY MGMT									
Personal Services	-	7,000.00	-	-	-	-	7,000.00	-	-
Expenses	-	6,945.00	-	-	-	-	3,178.43	-	3,766.57
Capital	-	-	-	-	-	-	-	-	-
292 ANIMAL CONTROL									
Personal Services	-	121,574.00	-	-	3,129.69	-	124,703.69	-	-
Expenses	3,581.78	13,600.00	-	-	-	-	11,793.56	-	5,388.22
Offset	-	(42,000.00)	-	-	-	-	(42,000.00)	-	-
294 TREE WARDEN									
Personal Services	-	2,000.00	-	-	-	-	2,000.00	-	-
Expenses	-	32,650.00	-	-	-	-	27,270.00	5,300.00	80.00
PUBLIC SAFETY	7,290.17	7,213,641.00	652,819.00	-	7,964.44	-	7,629,823.64	27,685.27	224,205.70
305 WESTFORD PUBLIC SCHOOLS	476,286.93	43,722,360.00	-	-	-	9,777.00	43,397,094.20	567,423.83	243,905.90
Capital	-	-	130,000.00	730,000.00	-	-	211,531.73	632,517.65	15,950.62
310 NASHOBA VALLEY TECH	-	591,918.00	-	-	-	-	582,085.00	-	9,833.00
EDUCATION	476,286.93	44,314,278.00	130,000.00	730,000.00	-	9,777.00	44,190,710.93	1,199,941.48	269,689.52
410 ENGINEERING									
Personal Services	-	77,371.00	-	32,000.00	3,949.13	-	113,320.13	-	-
Expenses	-	13,850.00	-	-	-	-	5,174.18	6,452.00	2,223.82
Capital	76,770.03	-	-	-	-	-	-	76,770.03	-
421 HIGHWAY									
Personal Services	-	1,178,298.00	-	-	-	-	1,138,024.03	-	40,273.97
Expenses	57,929.00	837,485.00	-	-	-	-	699,494.52	171,398.91	24,520.57
Capital	126,203.36	-	25,000.00	-	-	-	13,536.38	91,487.60	46,179.38
423 SNOW & ICE									
Personal Services	-	76,000.00	-	-	-	-	173,859.80	-	(97,859.80)
Expenses	-	274,345.00	-	-	-	-	440,692.19	-	(166,347.19)

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
427 STORMWATER MGMT									
Personal Services	-	-	-	-	-	-	-	-	-
Expenses	24,400.00	64,350.00		-	-	-	75,975.11	10,500.00	2,274.89
432 RECYCLING									
Recycling Expenses	15,436.08	189,383.00	-	-	-	-	203,085.33	-	1,733.75
433 SOLID WASTE									
Solid Waste Expenses	-	1,375,851.00					1,230,161.31	-	145,689.69
Capital	125,000.00	-	-	-	-	-	-	-	125,000.00
440 SEWERAGE COLLECTION									
Expenses	-	4,950.00		-	-	-	4,898.78	-	51.22
491 CEMETERY									
Personal Services	-	67,783.00	-	-	-	-	64,459.26	-	3,323.74
Expenses	129.00	17,990.00		-	-	-	17,550.72		568.28
PUBLIC WORKS	425,867.47	4,177,656.00	25,000.00	32,000.00	3,949.13	-	4,180,231.74	356,608.54	127,632.32
510 BOH/ENVIRONMENTAL									
Personal Services	-	346,040.00		-	208.06	-	346,201.18		46.88
Expenses	2,460.81	37,650.00	-	-	-	9,000.00	38,856.75	567.31	9,686.75
Capital	-	-	-	-	-	-	-	-	-
540 SENIOR CENTER									
Personal Services	-	126,881.00	-	-	-	-	101,081.21	-	25,799.79
Expenses	780.38	36,150.00	-	-	-	-	22,980.50	2,948.97	11,000.91
Capital	-	-	-	-	-	-	-	-	-
541 COUNCIL ON AGING									
Personal Services	-	176,110.00	-	-	1,820.63	-	169,904.94		8,025.69
Expenses	1,050.26	74,064.00	-	-	-	-	53,837.81	3,100.00	18,176.45
Capital	70,305.00	-	-	-	-	-	70,305.00	-	-
542 VETERANS SERVICES									
Personal Services	-	9,360.00	-	-	-	-	8,961.00	141.00	258.00
Expenses	-	15,155.00	-	-	-	10,000.00	14,977.46	-	10,177.54
HUMAN SERVICES	74,596.45	821,410.00	-	-	2,028.69	19,000.00	827,105.85	6,757.28	83,172.01
610 LIBRARY									
Personal Services	-	1,068,032.00	-	-	-	-	1,047,494.69	-	20,537.31
Expenses	2,813.26	338,848.00		-	-	-	330,058.87	-	11,602.39
Capital	21,475.21	-	58,870.00	-	-	10,415.00	66,157.55	24,602.66	-

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
630 RECREATION									
Personal Services	-	192,134.00	-	-	4,834.75	-	196,968.42	-	0.33
Expenses	-	12,600.00	-	-	-	8,900.00	12,589.10	8,900.00	10.90
Offset	-	(204,734.00)	-	-	-	-	(204,734.00)	-	-
Capital	27,406.00	-	-	-	-	-	-	27,406.00	-
650 PARKS-GROUNDS BLDG MAINT									
Personal Services	-	243,542.00	-	-	1,005.36	-	244,546.81	-	0.55
Expenses	-	34,800.00	-	-	-	-	34,783.99	-	16.01
Offset	-	(52,000.00)	-	-	-	-	(52,000.00)	-	-
Capital	-	-	-	-	-	-	-	-	-
660 LAND MANAGEMENT									
Personal Services	-	-	-	-	-	-	-	-	-
Expenses	5,070.10	51,500.00	-	-	-	-	50,437.74	2,726.68	3,405.68
Capital	-	-	-	-	-	-	-	-	-
670 HISTORICAL COMMISSION									
Expenses	1,200.00	12,145.00	-	-	-	-	10,442.43	-	2,902.57
Capital	47,400.00	-	12,000.00	-	-	-	4,000.00	55,000.00	400.00
CULTURE & RECREATION	105,364.57	1,696,867.00	70,870.00	-	5,840.11	19,315.00	1,740,745.60	118,635.34	38,875.74
710 DEBT SERVICE									
Expenses		9,740,502.00	-	80,000.00	-	-	9,713,927.88	-	106,574.12
DEBT SERVICE	-	9,740,502.00	-	80,000.00	-	-	9,713,927.88	-	106,574.12
945 UNCLASSIFIED									
Employee Benefits	18,294.00	9,665,685.00	-	-	-	-	9,610,002.18	-	73,976.82
State Assessments	-	462,792.00	-	-	-	-	427,386.00	-	35,406.00
NON-DEPARTMENTAL	18,294.00	10,128,477.00	-	-	-	-	10,037,388.18	-	109,382.82
OPERATING BUDGETS	1,375,867.34	81,906,886.00	1,238,689.00	1,057,000.00	(0.00)	-	82,197,521.39	2,070,609.37	1,310,311.58

TOWN OF WESTFORD
FY 2010 Budget Basis - Water Enterprise Fund

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services	-	991,620.00	-	-	-	-	889,414.09	-	102,205.91
Expenses	7,390.25	1,629,322.00	-	-	-	-	1,328,239.24	71,998.32	236,474.69
	7,390.25	2,620,942.00	-	-	-	-	2,217,653.33	71,998.32	338,680.60
CAPITAL:									
	40,000.00	803,210.00	75,000.00	50,000.00	-	-	874,714.96	70,000.00	23,495.04
	40,000.00	803,210.00	75,000.00	50,000.00	-	-	874,714.96	70,000.00	23,495.04
WATER ENTERPRISE TOTAL	47,390.25	3,424,152.00	75,000.00	50,000.00	-	-	3,092,368.29	141,998.32	362,175.64

TOWN OF WESTFORD
FY 2010 Budget Basis - Recreation Enterprise Fund

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services	-	945,754.00	-	-	-	-	855,969.21		89,784.79
Expenses	1,281.79	304,098.00	-	-	-	-	304,842.18	-	537.61
	1,281.79	1,249,852.00	-	-	-	-	1,160,811.39	-	90,322.40
CAPITAL:									
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	
RECREATION ENTERPRISE TOTAL	1,281.79	1,249,852.00	-	-	-	-	1,160,811.39	-	90,322.40

TOWN OF WESTFORD
FY 2010 Budget Basis - Ambulance Enterprise Fund

DEPARTMENT/Purpose	FY2009 Encumbered & Carried Fwd	A.T.M. 5/09 Budget	A.T.M. 05/09 Art/Transf	S.T.M. 10/09 S.T.M. 03/10 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	FY2010 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services	-	553,042.00	-	17,400.00	-	-	530,966.96	-	39,475.04
Expenses	532.28	314,044.00	30,000.00	45,000.00	-	-	352,007.13	8,000.00	29,569.15
	532.28	867,086.00	30,000.00	62,400.00	-	-	882,974.09	8,000.00	69,044.19
CAPITAL:									
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
AMBULANCE ENTERPRISE TOTAL	532.28	867,086.00	30,000.00	62,400.00	-	-	882,974.09	8,000.00	69,044.19
GRAND TOTAL ALL FUNDS	1,425,071.66	87,447,976.00	1,343,689.00	1,169,400.00	(0.00)	-	87,333,675.16	2,220,607.69	1,831,853.81

SPECIAL REVENUE FUND - FY 2010

		Balance July 1, 2009	Receipts	Expenditures	Transfers In/(Out)	Balance June 30, 2010
Fund 250 Federal Grants						
25210215	Bullet Proof Vests OJ	11,755.00	1,087.50	-	-	12,842.50
25210218	Police Traffic Enforcement	-	1,290.63	2,626.35	-	(1,335.72)
25220280	Fire-Safer Grant	(76,678.50)	283,222.60	274,814.80	-	(68,270.70)
25510510	BOH DPH Heroin Bsas	13,388.55	-	11,638.14	-	1,750.41
25510511	BOH-Medical Reserve	2,733.14	-	-	-	2,733.14
25510512	BOH- Emerg Prep Coalition	59,125.91	239,873.00	221,194.82	(7,850.00)	69,954.09
25510513	EPS-Local Preparedness	1,170.00	-	1,170.00	-	-
25510514	BOH-Med Res NAACHO	15,170.97	5,000.00	(287.46)	-	20,458.43
25510519	BOH- Pher I & II	-	188,224.00	180,230.77	-	7,993.23
25510520	BOH- Pher III	-	238,493.00	227,356.81	-	11,136.19
					-	
		26,665.07	957,190.73	918,744.23	(7,850.00)	57,261.57
Fund 255 School Federal Grants						
25235301	Sped 94-142 DOE 240	11,941.27	-	11,941.27	-	-
25235302	Sped 94-142 DOE 240	-	863,877.00	866,096.32	-	(2,219.32)
25235305	Sped Prog Improv DOE 274	339.72	2,432.00	2,771.72	-	0.00
25239303	Title I -DOE 305	8,076.34	17,769.00	25,845.34	-	-
25239304	Title I -DOE 305	-	77,496.00	63,761.24	-	13,734.76
25239307	Title II Teacher Quality 140	2,160.99	28,025.00	30,185.99	-	-
25239308	Title II Teacher Quality 140	-	33,362.00	27,590.82	-	5,771.18
25239308	Title II TeacherQual140rollover	-	3,711.00	2,873.47	-	837.53
25239309	Safe & Drug Free Sch 331	606.54	-	606.54	-	-
25239310	Safe & Drug Free Sch 331	-	10,346.00	10,346.00	-	-
25239320	Title I -DOE 302 Rollover	1,401.00	-	1,401.00	-	-
25239312	Title V -DOE 302	-	17,372.00	14,492.00	-	2,880.00
25239313	Enhanced Ed thru Tech 160	927.01	-	927.01	-	-
25239314	Enhanced Ed thru Tech 160	0.06	1,452.00	1,452.06	-	-
25239316	Early Childhood DOE262	-	19,544.00	16,987.08	-	2,556.92
25239317	ARRA -SFSA DOE 782	-	585,481.00	516,759.56	-	68,721.44
25135322	ARRA-Idea Early Ch 762	-	23,745.00	16,162.70	-	7,582.30
25135323	ARRA Idea Main 760 F10	-	449,652.00	433,733.65	-	15,918.35
25070755	Stony Solar EECBG	-	75,000.00	-	-	75,000.00
		25,452.93	2,209,264.00	2,043,933.77	-	190,783.16
Fund 260 State Grants						
26175632	Reg Recreation Trail	1,641.35	-	68.12	-	1,573.23
26179179	NMCOG-MassGIS	15,359.98	-	1,500.00	-	13,859.98
26210219	Community Policing-2009	27,617.17	-	25,654.06	-	1,963.11
26210298	Police E911 SETB FY10 Reim	-	-	3,916.97	-	(3,916.97)
26210299	Police Emerg 911 Reim Grant	(295.00)	-		-	(295.00)
26210260	Police 911 Support	(29.984.76)	31,544.00	1,559.24	-	0.00
26210261	Police 911 Support-Fy10	-	-	32,389.30	-	(32,389.30)
26220227	S.A.F.E. Grant-2007	140.22	-	140.22	-	-
26220228	S.A.F.E. Grant-2008	4,700.00	-	4,700.00	-	-
26220229	S.A.F.E. Grant-2009	4,464.62	-	666.17	-	3,798.45
26220210	S.A.F.E. Grant-2010	-	4,900.00	-	-	4,900.00
26291240	Emergency Mgmt	-	2,500.00	2,500.00	-	-
26510515	Tobacco Control Grant	20,067.68	-	15,514.96	-	4,552.72
26510516	Skin Cancer Grant	207.32	-	207.32	-	-
26541541	Elders Affairs-COA Formula	281.53	15,260.00	11,493.62	-	4,047.91
26541542	LowellRegTransAuthVan-Reim	6,717.88	77,265.69	98,871.57	-	(14,888.00)
26610610	Library Lig-Meg	31,090.79	19,559.31	23,905.00	-	26,745.10
26630633	Tennis in the Park-Recreation	416.25	500.00	848.70	-	67.55
26695695	Cultural Council Grant	3,858.89	4,093.20	6,126.51	2,073.04	3,898.62
		86,283.92	155,622.20	230,061.76	2,073.04	13,917.40

SPECIAL REVENUE FUND - FY 2010

		Balance July 1, 2009	Receipts	Expenditures	Transfers In/(Out)	Balance June 30, 2010
Fund 265 School State Grants						
26239338	Safe Schools DOE194	84.70	-	84.70	-	-
26131332	Academic Support DOE 632	-	10,400.00	10,023.82	-	376.18
26307754	Stony Solar-Clean Energy	-	28,683.00	-	-	28,683.00
26302340	Underground Tank Grant	32,298.47	-	-	(32,298.47)	-
		32,383.17	39,083.00	10,108.52	(32,298.47)	29,059.18
Fund 270 Receipts Reserved						
27171171	Conservation-Wetlands	102,775.24	10,129.00	4,514.00	(5,500.00)	102,890.24
27199901	Town Wide-Restitution	45,000.00	-	-	-	45,000.00
27199905	Town-Perchlorate Restitution	-	435,624.00	-	(385,928.00)	49,696.00
27491491	Cemetery-Sale of Lots	85,129.55	19,169.64	-	-	104,299.19
		232,904.79	464,922.64	4,514.00	(391,428.00)	301,885.43
Fund 280 Town Revolving Funds						
28122110	Scholarship Fund-Twn Tax	12,447.61	641.30	-	-	13,088.91
28122111	Arts & Technology-Twn Tax	1,490.12	292.71	-	-	1,782.83
28192920	Insurance Recovery-Town	5,957.11	10,972.32	1,000.00	-	15,929.43
28210920	Insurance Recovery-Police	243.20	1,000.00	-	-	1,243.20
28300920	Insurance Recovery-School	28,021.18	6,379.01	6,361.86	-	28,038.33
28432432	Recycling Revolving 53E1/2	8,445.08	15,821.00	20,805.20	-	3,460.88
28450920	Insurance Recovery-Water	8,066.20	1,121.75	799.71	-	8,388.24
28539539	Adult Supportive Day Care	2.68	-	2.68	-	-
28541543	Elder & Disabled Tax-TREAD	31,788.14	12,339.21	13,750.00	-	30,377.35
28630634	Recreation Revolving 53 D	21,837.30	87,796.34	104,533.55	-	5,100.09
28630636	Rec-Field Maint Revol 53E1/2	43,519.89	112,386.51	153,631.47	-	2,274.93
		161,818.51	248,750.15	300,884.47	-	109,684.19
Fund 285 School Revolving Funds						
28303381	School Activity Fees	114,650.01	455,342.70	448,130.71	-	121,862.00
28303385	School Bus Transportation	15,444.04	454,940.00	457,385.00	-	12,999.04
28304375	School Building Usage	85,066.16	104,704.04	88,226.80	-	101,543.40
28304376	School Outside Details	2,859.33	54,641.35	55,478.85	-	2,021.83
28304386	WA Parking	27,699.89	16,250.00	20,126.19	-	23,823.70
28310379	Preschool-WA(Integrated)	8,023.58	14,600.00	13,195.94	-	9,427.64
28310380	Preschool-Sped (Integrated)	93,332.62	202,851.19	203,408.64	-	92,775.17
28311378	Sch Extended Day-Elem	300,446.34	241,766.00	245,714.76	-	296,497.58
28320377	Sch Extended Day-Middle	1,513.81	4,565.00	5,110.17	-	968.64
28331382	School Lost Books	12,623.52	5,975.63	3,355.67	-	15,243.48
28332384	School Athletic Revolving	45,178.40	505,914.27	503,851.63	-	47,241.04
		706,837.70	2,061,550.18	2,043,984.36	-	724,403.52

SPECIAL REVENUE FUND - FY 2010

		Balance July 1, 2009	Receipts	Expenditures	Transfers In/(Out)	Balance June 30, 2010
Fund 290 Town Other Spec Rev Funds						
29122952	East Boston Camps TPL Gift	73,880.00	-	55,000.00	-	18,880.00
29122961	East Boston Camp-Friends Gift	-	-	15,000.00	30,000.00	15,000.00
29122959	Comcast Cable/Public Access Gift	816.78	-	-	-	816.78
29161161	Extended Polling Hours	-	20,614.00	9,238.92	-	11,375.08
29171950	Conservation Comm Gift	86.14	-	-	-	86.14
29171953	Cons Comm-Mass Elec Gift	4,409.95	-	-	-	4,409.95
29175175	PWED	13,492.99	-	-	-	13,492.99
29175954	Plan Bd Xavier Sidewalks Gift	10,000.00	-	-	-	10,000.00
29175962	Plan Bd Summer Village Insp Gift	43,407.95	-	-	-	43,407.95
29175965	Plan Bd Summer Village Gift	95,300.00	78,000.00	-	(30,000.00)	143,300.00
29175966	Plan Bd Vineyard Estates Gift	-	45,750.00	-	-	45,750.00
29175968	Plan Bd Minots/Primrose	100,915.63	100,000.00	97,992.09	-	102,923.54
29210990	Drug Investigation	22,895.65	6,801.40	3,533.11	-	26,163.94
29300300	School-Abbot Playground Gift	2,747.74	-	2,747.74	-	-
29491950	Cemetery - Gift	91.71	-	91.71	-	-
29510955	BOH-Health Gift	5,441.87	2,867.36	2,276.64	-	6,032.59
29510956	BOH-AED Defibrilator Gift	32.75	-	32.75	-	-
29510957	BOH-Wstfd Against Sub Abuse	7,741.50	-	-	-	7,741.50
29510958	BOH-Dental Gift	4,666.76	9,000.00	11,441.10	-	2,225.66
29539979	Adult Day Trans Gift	(578.03)	30,561.42	24,127.76	-	5,855.63
29543950	Veteran's Gift	270.00	-	270.00	-	-
29610925	Library Restitution	2,914.87	2,488.73	1,279.90	-	4,123.70
29610935	Library Ctr for Excellence	294.75	-	294.75	-	-
29610950	Library Memorial Gift	1,800.70	40,535.00	26,762.08	-	15,573.62
29630638	Recreation NRPA	-	500.00	75.00	-	425.00
29630950	Recreation Gift	9,868.77	100.00	-	-	9,968.77
29630963	Jack Walsh Field Gift	3,642.40	-	3,642.40	-	-
29630965	Recreation Forge/Edward Beach	100,000.00	-	28,895.40	-	71,104.60
29691950	Historic Comm Gift	200.00	500.00	623.00	-	77.00
29695950	Cultural Council Gift	2,073.04	-	-	(2,073.04)	-
		506,413.92	337,717.91	283,324.35	(2,073.04)	558,734.44
Fund 295 School Other SRF						
29239350	School Reed Living Lab Donation	5,803.01	2,000.00	1,174.72	-	6,628.29
29239351	School Library Donations	68.96	-	-	-	68.96
29239352	School Blue Cross Donation	5,000.00	-	-	-	5,000.00
29239354	Misc School Donations	8,162.56	11,907.47	16,454.84	-	3,615.19
29239355	WEF Mini Grant	-	2,193.61	2,193.61	-	-
29239356	School Inventors Fair	47.98	600.00	9.99	-	637.99
29239358	WPC Parent Connection Gift	3,450.00	3,075.00	3,750.00	-	2,775.00
29231359	WA Trustees Gift	0.07	-	0.07	-	-
29302390	School Choice	127,896.89	123,200.00	74,738.69	-	176,358.20
29302391	Foundation Reserve	55,074.28	-	-	-	55,074.28
29302392	Circuit Breaker Sped DOE#520	273,001.00	424,728.00	399,202.00	-	298,527.00
		478,504.75	567,704.08	497,523.92	-	548,684.91
220	School Lunch	214,767.33	1,585,429.02	1,537,310.86	-	262,885.49
240	Community Preservation	5,961,508.27	3,027,757.83	3,036,791.34	-	5,952,474.76
299	Title V	34,224.74	-	-		34,224.74
		6,210,500.34	4,613,186.85	4,574,102.20	-	6,249,584.99
	TOTALS	8,467,765.10	11,654,991.74	10,907,181.58	(431,576.47)	8,783,998.79

CAPITAL PROJECT FUNDS - FY 2010

Fund 310 - Town Org/Obj	Description	FY 2009 Balance Fwd	Revenue Bans/Bonds	Transfer/ Expended	Continued Appropriation	Close to General Fund
31123740	Brookside Dam Repair 5/03 #13	12,156.49	-	-	12,156.49	0.00
31175717	Sidewalk Acct/Planning	49,623.20	-	-	49,623.20	0.00
31192198	Twn Hall renovation 5/09 Art#17	-	1,375,000.00	641,297.46	733,702.54	0.00
31210721	Police Station Construction	54,746.60	-	14,500.00	40,246.60	0.00
31210723	Town Hall Police Fire Lot	29,821.98	-	-	29,821.98	0.00
31421741	Hwy A&E A09S111300	(125,715.04)	-	(125,715.04)	-	0.00
31421742	Hwy Garage STM 11/00 Art7	1,000.00	-	1,000.00	-	0.00
31421743	Hwy Garage Const 5/01 #12	477,198.70	-	124,715.04	73,820.80	278,662.86
31541433	Cameron St Ctr A&E 5/07 #12	4,847.78	-	(200.87)	5,048.65	0.00
31541736	Cameron Const/Ren 5/09 Art16	(218,507.02)	4,000,000.00	2,907,158.54	874,334 44	0.00
	Total Town Capital	285,172.69	5,375,000 00	3,562,755 13	1,818,754 70	278,662.86

Fund 320 - School Org/Obj	Description	FY 2009 Balance Fwd	Revenue Bans/Bonds	Expended	Continued Appropriation	Close to General Fund
32312767	Nabnasset Construction	20,646.10	-	-	-	20,646.10
32314763	Abbot Septic 11/01 Art# 5	4,196.85	-	-	4,196.85	0.00
32316766	Day School Sewer	28,420.00	-	-	28,420.00	0.00
32320750	Middle School Const-Stonybrook	202,528.35	-	-	100,000.00	102,528.35
32320751	Elem Schools Construction	160,705.43	-	-	-	160,705.43
32331765	Westford Academy Construction	37,457.26	-	-	-	37,457.26
32339760	Modular School Buildings	71,566.95	-	-	71,566.95	0.00
	Total School Capital	525,520.94	0.00	0.00	204,183.80	321,337.14

Fund 360 - Water Enterprise Org/Obj	Description	FY 2009 Balance Fwd	Revenue Bans/Bonds	Expended	Continued Appropriation	Close to General Fund
36122795	Perc Remd-Stepinski 7/09 Art#1	-	451,104.16	605,428.81	(154,324.65)	0.00
36122796	Perc Remd-Nutting Rd 7/09 Art#1	-	57,000.00	57,000.00	-	0.00
36450790	Upgrade Byrne Water 5/08 Art#12	208,968.38	-	35,377.33	173,591.05	0.00
36450791	Stepinski Land 5/08 Art#29	584.62	-	-	584.62	0.00
36450792	Country Rd Well 10/08 Art#6 $750K	443,109.03	-	384,820.07	58,288.96	0.00
	Total Water Enterprise Capital	652,662.03	508,104.16	1,082,626.21	78,139.98	-

Fund 370 - Town Water Related Projects Org/Obj	Description	FY 2009 Balance Fwd	Revenue Bans/Bonds	Expended	Continued Appropriation	Close to General Fund
37122796	Perc Remd-Nutting Rd 7/09 Art#1	-	51,975.12	62,800.00	(10,824.88)	0.00
37401793	Eng-Rt 40 Water Main 10/08 Art7	(184,922.08)	226,800.00	41,877.92	-	0.00
	Total Town Water Capital	(184,922.08)	278,775.12	104,677.92	(10,824.88)	0.00

Highway Improv Fund 230	July 1, 2009 Balance	Receipts	Expenditures	Transfers	June 30, 2010 Balance
Highway Chapter 90	(2,309.36)	538,031.46	534,604.45	-	1,117.65

re-authorized $600,000
closed to GF TM tg 3/27/10 Art#13

TRUST FUND ACTIVITY

Fiscal Year 2010

		Fund Balance July 1, 2009	Receipts	Investment Income	Expenditures	Transfers In/(Out)	Balance June 30, 2010
Non-Expendable Trusts:							
810	Cemetery Perpetual Care	277,144.50	27,450.00	-	-	-	304,594.50
	Charles Colburn Cem	1,500.00	-	-	-	-	1,500.00
	William Wright Cem	5,000.00	-	-	-	-	5,000.00
	Lyman Wilkins Cem	1,413.11	-	-	-	-	1,413.11
	J.H. Fletcher Cem	1,500.00	-	-	-	-	1,500.00
	Alonzo Reed Cem	1,500.00	-	-	-	-	1,500.00
	Metcalf & Soldiers	1,300.00	-	-	-	-	1,300.00
	Library Book Fund	13,000.00	-	-	-	-	13,000.00
	Library Lecture Fund	30,000.00	-	-	-	-	30,000.00
	Library All Purpose	17,347.58	-	-	-	-	17,347.58
	Library Trustee	58,354.35	-	-	-	-	58,354.35
	Ellen Rainville Educ	17,000.00	-	-	-	-	17,000.00
	Whitney Shade Tree	2,500.00	-	-	-	-	2,500.00
	Whitney Education	10,000.00	-	-	-	-	10,000.00
		437,559.54	27,450.00	-	-	-	465,009.54
Expendable Trusts:							
820	Conservation Fund	139,841.43	10,000.00	3,743.26	17,128.62	-	136,456.07
	Cemertery Perpetual Care	22,609.95	-	5,395.91	10,324.88	-	17,680.98
	Charles Colburn Cem	3,770.18	-	143.40	-	-	3,913.58
	William Wright Cem	3,550.72	-	232.64	-	-	3,783.36
	Lyman Wilkins Cem	3,859.84	-	143.49	-	-	4,003.33
	J.H. Fletcher Cem	2,703.11	-	114.37	-	-	2,817.48
	Alonzo Reed Cem	7,213.05	-	231.75	600.00	-	6,844.80
	Metcalf & Soldiers	9,483.68	-	289.19	706.39	-	9,066.48
	Library Book Fund	1,384.71	-	391.40	-	-	1,776.11
	Library Lecture Fund	1,394.39	-	839.60	1,035.00	-	1,198.99
	Library All Purpose	316.61	-	470.81	625.55	-	161.87
	Library Trustee	2,535.33	-	1,616.10	2,074.81	-	2,076.62
	J.V. Fletcher Library	63,869.72	-	11,786.14	6,361.17	-	69,294.69
	Ellen Rainville Educ	286.32	-	465.11	493.50	-	257.93
	Whitney Shade Tree	15,758.47	-	496.79	-	-	16,255.26
	Whitney Playground	25,977.81	-	978.91	-	-	26,956.72
	Affordable Housing Trust	313,499.18	152,706.82	8,150.87	46,215.93	-	428,140.94
	Capital Stabilization Fund	101,490.61	-	10,632.67	-	231,311.00	343,434.28
	Perchlorate Stabilization Fund	-	-	793.93	-	170,928.00	171,721.93
	Stabilization Fund	3,152,883.54	-	85,786.40	-	-	3,238,669.94
	E Vance Library Stock	51,315.12	-	4,661.91			55,977.03
		3,923,743.77	162,706.82	137,364.65	85,565.85	402,239.00	4,540,488.39
	TOTALS	**4,361,303.31**	**190,156.82**	**137,364.65**	**85,565.85**	**402,239.00**	**5,005,497.93**

AGENCY FUND - FY 2010

	Balance July 1, 2009	Additions	Deductions	Balance June 30, 2010
Fish/Wildlife	65.60	5,848.25	5,972.00	(58.15)
Performance Bonds	965,530.61	71,371.44	103,091.25	933,810.80
Developer Escrow	238,942.50	151,938.64	261,231.48	129,649.66
Water- Developer Escrow	1,591.97	799.11	2,254.57	136.51
Rain Tree Hill	5,271.82	0.00	0.00	5,271.82
Villanova Drive Deposit	9,294.01	0.00	0.00	9,294.01
Cumberland Farm Deposit	3,300.00	0.00	0.00	3,300.00
Vose Hill Road	959.39	0.00	0.00	959.39
Tombstone Road	10,000.00	0.00	0.00	10,000.00
Police-Outside Details	(139,811.35)	671,718.63	761,072.70	(229,165.42)
License to Carry	83,538.35	33,642.00	7,650.00	109,530.35
Fire-Outside Details	231.00	43,232.00	53,807.00	(10,344.00)
Student Activity	347,521.17	1,298,395.19	1,364,983.23	280,933.13
TOTALS	1,526,435.07	2,276,945.26	2,560,062.23	1,243,318.10

OFFICE OF THE TAX COLLECTOR

Cheryl Accardi, CMMC
Collector

YEAR	7/1/2009					ADDED TO	ADDED TO		6/30/2010
FY2010	Balance	Commitments	Abatements	Refunds	Collections	TAX TITLE	DEFERRED	ADJ	Balance
REAL ESTATE									
2010		54,936,749.86	(447,488.57)	268,848.08	(54,131,867.37)	(76,103.77)	(32,215.92)	19,070.63	536,992.94
2009	593,824.40	-	(1,576.42)	10,821.99	(538,960.75)	(64,229.20)		119.98	-
2008	4,914.59				4,914.59				-
TOTAL									**536,992.94**
EXCISE									
2010		2,427,862.70	(33,246.91)	25,800.69	(2,345,125.65)			29.70	75,320.53
2009	77,599.08	345,289.50	(26,364.76)	24,117.19	(400,990.99)			7.07	19,657.09
2008	18,407.99	2,255.73	(5,192.28)	5,062.48	(10,763.00)			0.03	9,770.95
PRIOR	26,704.10	40.00	(1,701.84)	1,701.84	(2,643.61)			0.24	24,100.73
TOTAL									**128,849.30**
PERSONAL PROPERTY									
2010		1,074,302.01	(3,097.21)	4,072.85	(1,067,828.83)			(2,287.20)	5,161.62
2009	2,590.78	-	(233.66)		(2,286.87)				70.25
2008	128.79	-	(543.65)	543.65	(122.64)				6.15
PRIOR									0.00
TOTAL	128.79	0.00	-543.65	543.65	-122.64				**76.40**
COMMUNITY PRESERVATION ACT									
2010		1,311,506.40	(28,040.03)	3,678.72	(1,272,569.01)	(1,809.67)		848.75	13,615.16
2009	15,606.76		(127.28)	127.28	(14,177.68)	(1,429.08)			0.00
2008	111.97				(111.97)				0.00
TOTAL									**13,615.16**

Fire Department

Richard J. Rochon
Fire Chief

2010 was an incredible year of great sadness for our community starting in January, starting off the year with the tragic death of Karen Leduc and then a month later when Jody Marchand who was injured and her daughter Olivia who lost her life to what appears to be in both cases domestic violence and then again our community lost yet another young life of Katie Enos from a pedestrian accident at the end of June. These tragedies had a profound effect on our rescue workers but also our community, but what makes our community so great is our resilience to overcome these tragedies. Uniting ourselves and making us better and I am truly astonished by everyone who came together for the families but also all the committees that came together to help bring awareness to domestic violence in the hopes it will prevent these types of tragedies from happening here in Westford in the future.

Capital Program
This spring brought us the new replacement pumper from KME of Nesquehoning, PA and will continue to work with the Capital Committee to re-establish a replacement program for our fire apparatus and other department equipment.

Grants
As we continue with the SAFER grant (Staffing for Adequate Fire & Emergency Response) our share of this federal grants was $685,047.50 to date. As I previously reported, the SAFER grant has given our town the ability to continue to staff the Rogers Station on a 24 hour basis. As the Town starts to wind down with this grant we only have 6 quarterly payments to receive totaling $158,352.52 and this will complete the obligation this Federal grant and I would like to thank Captain Jim Barrett and the Finance department for all their hard work on this throughout the year.

We again received the Student Awareness Fire Education (SAFE) grant for $4,900.00 allowing us to bring fire education material to the students of Westford. I would like to again thank Lieutenant Parsons for his hard work over the past year. Congratulation goes out to Lieutenant Parsons who was the 2010 recipient of the Life educator of the year award.

Paramedic Program

This August we finally started with one shift staffed with two Paramedics and will start our second shift in January 2011. In addition our first two firefighters Dave Lefebvre and Matt Svatek will finish school and will be tested by the state in March of 2011 allowing us to have our third shift up and operational by spring of 2011. Continuing on with this program is Ryan Monat and Dave McGloughlin who are currently attending Paramedic classes to become certified and are in there second semester of the program.

Dr. Drake – Lowell General Hospital (Medical Control Doctor for our ALS Program) addresses local and state dignitaries during our debut of the Advance Life Support program.

Paramedic Tim Bellemore, Dr Drake, Paramedic John Keough

Training
During the past few years our training budget has been reduced due to budget constraints but though the difficult economic times we continue to pursue training opportunities for our staff and personnel and we could not have done it without the continued dedication of Lt. David O'Keefe and Lt. Robert Benoit. This past fall Town Meeting approved early retirement for a few employees in the town and one such employee is Lt. Benoit who has been our Emergency Medical Services Director for the last 15 years and has provided our Emergency Medical Technicians the very best training that allows us to bring the best service to you and although we are sad about his departure we want to thank him for all his hard work and dedication to this department and the community

Thank You
Again I would like to thank all the Department Heads, the Town Manager and the Board of Selectmen for all the support and hard work this past year and the Finance and Capital committee who work with us throughout the year to make our budgets work. I would also like to thank Joe Joyce, Fire Department office Manager, the Officers and members for all their hard work throughout the whole year and to the Mutual Aid departments and Chiefs who we depend on more and more each year. As we continue to improve our department it cannot be done without saying thank you to the residents for your continued support each and every year. No report would be complete without thanking my family Kathy, Maria and Kayla for not only their hard work and dedication to work and school but for always being there for me throughout the year providing me with all their love and support and for that I am grateful.

187 Littleton Road

Richard J. Rochon, **Fire Chief**

Deputy Fire Chief, position unfilled

Full Time Firefighter/EMTs

A-Group	B-Group	C-Group	D-Group
Captain	**Captain**	**Captain**	**Captain**
Steven Ducharme	Joseph Targ	James Barrett	David Woitowicz
Lieutenant	**Lieutenant**	**Lieutenant**	**Lieutenant**
David O'Keefe	Robert. Benoit	Harold Fletcher	Mark Valcourt
Firefighter/EMTs	**Firefighter/EMTs**	**Firefighter/EMTs**	**Firefighter/EMTs**
Andrew G. Anderson, Jr	Paul Lemieux	William Stone	Shawn P. Girard
James F. Lamy	Susan Smith	Timothy Hall	David P. Christiana
Shawn M. Ricard	Mark Witherell	William Cashman	Donald Post
David A. Devencentis	Tim Vigars	Michael Denehy	Darren Lanier
Joseph D. Delpapa	Justin Searles	Daniel A. Britko	Justin Geneau
			Don Greenwood
Paramedics	**Paramedics**	**Paramedics**	**Paramedics**
John Keough	Matt Svatek *	David Levebvre	Timothy A. Bellemore
Zachery Driscoll	Ryan Monat *		Alan Gentile
David McGloughlin *			

* *currently in paramedic school*

On- Call Firefighters and EMTs

EMT	Firefighter/EMTs	Firefighter/EMTs	Firefighter/EMTs
Nancy V. Burns	John Fox	Peter Dennechuk	James R. Klecak
			Corey Anderson
Firefighters	Brian D. Foley	Ernest W. Pudsey	**Auxiliaries**
Kevin Woitowicz	Donald Greenwood	Michael Cool	Matthew Wyke
Stephen A. Wyke	Peter Coe	John A. Facella	Jim Bunyon
James Joncas			

Special Assignment Firefighters

EMS Director	**Fire Investigation Unit**	**Code Enforcement, Emergency Management Director**
Lt. Robert Benoit	Lt. Mark Valcourt.	Capt. Joseph T. Targ
Fire Training Director	**Fire Investigation Unit**	**Fire Prevention, Juvenile Fire Setters Program, SAFE, Community Service Officer**
Lt. David O'Keefe	Peter Dennechuk	Lt. Donald Parsons
Child Car Seat Coordinator	**Hazardous Materials Tech.**	**Website Information and Support**
William Stone	Lt. Harold Fletcher	David Christiana
Grants		
Captain James Barrett		

Fire Alarm Operators/Communications: Colin Osgood, Jody Carroll, Douglas Cook, David Avery

Office Manager: Joe Joyce

GEOGRAPHIC INFORMATION SYSTEMS [GIS]

John Mangiaratti
GIS Coordinator
Bill Kenison
GIS Technician/Project Inspector

Geographic Information Systems (GIS) is an essential tool in the operations of every town department. It is a type of information management software used to organize, maintain, and display geographic-based information in digital maps. These maps offer different layers and processes to analyze data in order to make more informed decisions. The Westford GIS Department manages the applications that are used to deliver GIS services and maintains all spatial datasets such as parcels, zoning, facilities, streets, water mains, drain pipes and most other town assets. The department also produces all of the maps for the town and provides support to all departments and boards.

GIS was utilized to provide information about the proposed cell tower articles at the Annual Town Meeting in March. Three maps were created and presented to the public. These maps helped the voters understand the existing locations of cell towers, the current allowable areas for cell towers, and the proposed changes to the allowable areas for cell towers. These maps are shown below and can also be viewed online at www.westfordma.gov/town meeting.

The department was in a transitional stage for most of 2010 as the GIS Coordinator position was vacated when John Mangiaratti was promoted to Assistant Town Manager in April, and a replacement was not hired until January of 2011. During this period Bill Kenison, GIS Technician/Project Inspector worked hard to maintain applications, update databases, and handle map requests for departments. At the end of 2010 the GIS department was combined with the Technology department and the new GIS Coordinator, Chris Coutu is now part of the Technology department. Also the GIS Technician/Project Inspector position was changed to a Facilities Technician/Project Inspector.

BOARD OF HEALTH

The Board of Health, an elected board, oversees the activities of the Westford Health Department including the Health Care Services and the Environmental Services divisions. The board is responsible for developing policies and regulations and for enforcing state health and sanitary codes. The Board of Health's web page is accessible within the Town of Westford's website, the URL for which is: www.westfordma.gov/pages/government.

Zac Cataldo
Chair
Joanne Martel
Vice Chair
Jillian Lokere
Secretary
Sue Hanly
Michele Pitoniak-Crawford

The Board would like to acknowledge the passing of long-term member Joe Guthrie who provided dedicated service to the Board and the town for 16 years. The Board would also like to thank Tom Mahanna for his dedication and many years of service on the Board of Health.

The Board welcomed new members Jillian Lokere and Michele Pitoniak-Crawford to the Board.

The Board of Health is supported by the following positions:

Sandy Collins, R.N.	Director of Health Care Services /MRC Director
Darren MacCaughey	Director of Environmental Services
Laurie Lessard	Board of Health Senior Secretary
Tracy Griffin	Senior Secretary
Tina Grosowsky	Substance Abuse Prevention Coordinator
Lisa Slattery, R.N./ Ellen Donohue, R.N.	Public Health Nurse
Rae Dick	Health Inspector
Arnie Price	Food Inspector
Catherine McLarney /AndreaMcKinley	Registered Dental Hygienists
Nancy Burns (grant)	MRC Coordinator

Permit and Services Receipts

Septic	$23,200	Tanning	$ 100
Portable toilets	60	Mantoux Testing	60
Installers	6,650	Cholesterol	315
Haulers	1,375	Immunization	30092
Temp food permits	2,370	Dental	760
Soil evaluation & percolation tests	12,175	Fines	925
Pump and water systems	650	Milk and cream	10
Stabling/piggery	625	Camping/hotel/motel	750
Food	28,233	Pool	1575
Frozen dessert	150	Beach	1,200
Mobile food-catering	300	Well	750
Tobacco	2750	Catering	800
Farmers Market	920		
		TOTAL	$116,795

Health Care Services

Sandy Collins RN
Director

This year, to determine current health needs of our residents, the department sent a community health assessment survey to all the homes in Westford. We received an incredible response. Thank you all who took the time to respond. The information is invaluable as we plan for future services and programs.

The H1N1 influenza pandemic continued and required enormous amounts of staff time. Mitigation strategies persisted within our community to ensure that we did what was necessary to lessen the impact of the pandemic. Although statistics showed lower morbidity and mortality rates than the Center for Disease Control (CDC) and World Health Organization (WHO) originally predicted for this pandemic, authorities believe that this was directly related to the increased surveillance, education and vaccinations given across the world.

The Upper Merrimack Valley Medical Reserve Corps stepped forward again to staff the 26 clinics we ran throughout the community and school system during the year. Everyone who wanted to be vaccinated had the opportunity to receive the vaccine. The Health Department and our MRC received commendation from the Massachusetts Department of Public Health (MDPH) and CDC. Nationally, Massachusetts was recognized for having the highest immunization record in the country. This was due largely to the efforts of the Massachusetts MRC units who offered their time to this important public health initiative.

We recognized our MRC members in the fall with an event that was attended by more than 90 members. We thank all of our volunteers and our coordinator, Nancy Burns, for their continued dedication and assistance. For information about how to join the UMVMRC, please see our web site: www.umvmrc.org

The Health Services Division of the Westford Health Department continued to seek grants to supplement existing programs and services. We received an additional $4000 to continue the dental program for senior citizens. The grants, administered in cooperation with the Cameron Senior Center, provide high-quality dental care for underinsured seniors. We are extremely grateful to the Friends of the Cameron Senior Center, Westford Charitable Foundation, and Dr. Schofield and his staff. This program supplements the health department's school-age dental program, which is administered by our dental hygienists, Catherine McLarney and Andrea McKinley. They provide fluoride treatments and cleanings to students in grades 2-4-6 and screening and education to students in grades 1-3-5.

As a new initiative, we offered free shingles immunization to those uninsured or underinsured, to protect against this serious disease. We receive vaccine from the MDPH and provide clinics for those over 60. 140 residents participated in the program. Currently we have a waiting list of residents for whom we will provide immunizations when we receive more vaccine from MDPH.

Our dedicated public health nurses, Lisa Slattery. R.N. and Ellen Donohue R.N., continued their prevention efforts by providing numerous health-promotion programs to residents and town employees. These include health screenings, immunizations and numerous health education programs. Follow-up reports are prepared for all reported cases of communicable diseases and home visits are made for homebound residents who require health supervision. You can access services on www.westfordma.gov/pages/government. You can also sign up for our email announcements through the Westford web page under Subscribe to News and Announcements.

The department and town actively addressed the issue of domestic violence within the community by forming the committee, *Westford Coalition for Non Violence.* Representatives from various town departments, concerned residents, clergy and victims attend monthly planning meetings. We have scheduled a number of educational forums and events to focus on this problem. For more information and a listing of local resources go to www.westfordma.gov/wcnv.

The Health Department takes a leadership role in creating a substance free community. It provides a tobacco control program in Westford with timely tobacco retailer inspections, compliance checks for sales to youth, and worksite and private club inspections. Tina Grosowsky, our committed Substance Abuse Prevention Coordinator provides evidence based substance abuse prevention programs, community and parent educational forums, and school based prevention curriculum . She continues to coordinate Westford Against Substance Abuse (WASA) and provides local and regional prevention resources and education as requested by the school department, town employees, residents, and groups within Westford.

As we approach the challenges of 2011, the Health Department remains dedicated to assessing and delivering the highest quality of comprehensive and accessible health services to Westford residents. The department and board remain grateful to the other town departments, local businesses, volunteers, area professionals, school department and school nurses, and hospitals for their help and support throughout the year.

School Based Dental Program
Total in program: **389** Total fluoride/cleaning/screening: **78**
Total number of screenings: **311**
Total number of referrals: Caries: **59** Orthodontics: **82** Sealants: **118**
Totals by class

Kindergarten: **78**	2nd grade: **42**	4th grade: **28**	6th grade: **8**
Pre/1st grade: **102**	3rd grade: **76**	5th grade: **55**	

Reported Communicable Diseases		**Clinics**	
Dengue Fever	1	Seasonal Flu/H1N1 inoculations	4277
HGA	1	Pneumonia inoculations	40
Salmonella	3	Hearing Clinic	12
Legionella	1	Tuberculosis testing	47
Giardia	4	Immunizations	212
Hepatitis B/Hepatitis C	4	Pap smear clinic	11
Campylobacter	8	Home visit	42
Lyme	49	Well Child Clinic	3
Varicella	40	Cholesterol screening	23
Toxoplasmosis	1	Hearing Clinics	22
Shiga Toxin Producing Organism	1	Hypertension screenings	360

Environmental Services

Environmental Services carries out various programs for the Board of Health designed to comply with Federal, State and Local environmental regulatory requirements. In the interests of protecting public health, safety and the environment, Environmental Services reviewed applications, issued permits & performed on-site inspections to support the following:

Darren R. MacCaughey
Director
Rae Dick
Health Agent
Arnie Price
Food Inspector

Applications Reviewed/Permits Approved

Septic Related	
Septic Haulers/Installers	95
Soil Evaluations & Percolation Testing	84
System Construction	136
Title 5 Inspections Reviewed	256
Well/Water System Related	
Wells/Water Systems	24
Recreational Water Related	
Bathing Beaches	12
Bathing Beach Inspections/Testing	180
Swimming Pools	17
Swimming Pool Inspections	20
Camp/Camping Related	
Day/Overnight & Recreational Camps	4
Inspections Conducted	6
Food Service Related	
Annual Establishments	129
Catering Licenses	4
Food Establishment Complaints	7
Food Establishment Plans Reviewed:	5
Seasonal Establishments	28
Temporary Events	108
Other (Frozen Dessert, Milk & Cream, etc.)	113
Miscellaneous	
Housing Inspections	12
Beaver Inspections/Complaints	4
Building Permits (*approximate)	>200*
Stabling & Piggery Permits/Inspection:	25

In addition to the above, Environmental Services spends considerable time reviewing and providing comments to other Town departments, boards, and committees. The majority of which are provided to the Planning & Zoning Boards. These *Requests For Comment* (RFCs) typically involve commercial and/or residential subdivisions, site-plans, special permit

applications, hazardous materials storage, etc., which this year included Cottages in the Woods, Pagent Way, Stepinski Well, and Tadmuck Meadows II just to name a few.

Through our Food Program nine new food establishments were licensed in 2010. They are; Corporate Chefs (at 4 Technology Park Drive), British Beer Company (on Littleton Road), Nexdine Dining (at 6 Technology Park), Ace Hardware (Groton Road), The Paper Store (in Westford Valley Market Place), Stogies Hot Dogs (on Littleton Road), Gail Flannery Residential Kitchen, and the Tadmuck Supper Club (at 67 Tadmuck Road). Six establishments closed in 2010. During the course of the year agents from the Board of Health responded to eight food related complaints.

Also in 2010, Environmental Services was again able to offer a Certified Food Protection Managers' Class (at cost) for local businesses, clubs, non profits, residents and other local organizations. Taught by Food Inspector Arnie Price, thirty people participated.

As required by the MA Department of Public Health (DPH), all public/semi-public pools and bathing beaches require annual inspections conducted by the Board. The bathing beaches themselves must be tested for water quality (E coli only) on a weekly basis during the bathing season which typically is from Memorial Day to Labor Day. The Westford Health Department was required to temporarily close a few beaches due to unacceptable bacteriological levels. The North Beach was closed on 08/9, and 08/10, Edward's Beach and Lakeside Meadows Beach were closed on 07/06, and both permitted beaches at East Boston Camps were closed on 06/28. Beaches that are closed by the Board of Health remain closed and posted as such until subsequent re-testing shows a lack of contamination. Weekly testing results are posted on-line on BOH's website under "Beach Results".

Westford still continues to monitor for the presence of West Nile Virus (WNV) and Eastern Equine Encephalitis Virus (EEE) through efforts of the Central Massachusetts Mosquito Control Program (CMMCP) of which Westford is a member. Even though there were no positive transmissions to humans or horses in our immediate area this year, WNV and EEE is expected to exist locally in the mosquito population at any given time. Residents are encouraged to take necessary precautions that can be found on the Board of Health website at www.westfordma.gov/boh.

HIGHWAY DEPARTMENT

The Highway Department from January 1, 2010 through December 31, 2010 performed the following work:

Richard (Chip) Barrett
Superintendent

Town Roads

Regular maintenance and repair of Town roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roadways, repair of guardrails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berms and curbing, and cuts and clears trees from the roadways during and after storms. This year 9,777 tons of bituminous concrete was used for repair and maintenance of Town roads.

Roads Rebuilt

Drainage was installed on Hartford Road along with a new gravel base. 1,150 tons of binder coat was installed.

Grading Hartford Road to prep for binder coat

Roads Resurfaced

The following streets were resurfaced with bituminous concrete:

Cold Spring Road	Leland Road
LaSallette Road	Blaisdell Road
Craig Circle	St. Mary's Drive
Reinsway Circle	Canter Circle
Blueberry Lane	Portion of Providence Road (shim coat)
Hunt Road (shim coat)	Frances Hill Road (shim coat)
Portion of Hillside Ave. (shim coat)	Whitney Drive (shim coat)
Portion of Pierce Ave. (shim coat)	Portion of Sassafras Road (shim coat)

The following streets were resurfaced with oil and stone:

Keyes Road	Tenney Road
Gould Road	Long Sought For Pond Road
Texas Road	Hayrick Lane
Sterling Lane	Autumn Leaf Lane
Sherlock Lane	

Spraying Oil & Stone treatment on Texas Road

The following streets were resurfaced with Micro Seal:

Starr Circle	Drew Crossing
Evergreen Circle	Boutwell Hill Road
Baldwin Road	Vineyard Road
Tyler Road	Christy Lane

The following streets were crack filled:

Dunstable Road	Old Lowell Road
Boston Road	Portion of Main Street
Graniteville Road	East Prescott Street
Portion of Patten Road	Portion of Cold Spring Road
Village View Road	Pine Street
Portion of Forrest Road	

Drainage Work done on Town Roads

Keyes Road	40' of 36" drainage culvert
Keyes Road	40' of 12" drainage culvert
Keyes Road	3 catch basins
Millstone Hill Road	30' of 12" drainage culvert
River Street	1 catch basin, 100' of 18" drainage pipe
Boston Road	1 manhole, 100' of 18" drainage pipe
North Main Street	30' of 15" drainage culvert
Broadway Street	20' of 12" drainage pipe
Hillside Avenue	2 catch basins, 120' of 12" drainage pipe
Tadmuck Road	1 manhole, 20' of 12" drainage pipe

In addition to the above drainage work, the Department replaced or installed 26 new catch basins.

Highway Crews fill in the trench after installing new drainage pipe on Broadway Street

Snow and Ice Removal

The Town of Westford Highway Department, in the interest of public safety and for the convenience of motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process, the Town used 3,492 tons of road salt, 440 tons of sand and 5,000 gallons of liquid anti-icing product.

Following are the dates the Highway Department was called out to treat or plow the Towns' roads:

January 1,2, 3	7" Snow	Salt/Sand/Plow
January 8	Light Snow	Salt/Sand
January 18	7" Snow	Salt/Sand/Plow
January 19	3" Snow	Salt/Sand/Plow
January 29	.5" Snow Squall	Salt/Sand
February 10	Snow	Salt/Sand
February 16	7" Snow	Salt/Sand/Plow
February 24	5" Wet Snow	Salt/Sand/Plow
February 27, 28	Snow/Black Ice	Salt/Sand
December 7	Black Ice	Salt/Sand
December 10	Black Ice	Salt/Sand
December 15, 16	1" Snow	Salt/Sand
December 20, 21	Dusting	Salt/Sand
December 26, 27, 28	12" Snow	Salt/Sand/Plow

We must remember that this is New England and that we should all be prepared for whatever Mother Nature dishes out to us. Thanks to all residents for their patience and cooperation in assisting us with these events.

Our sincere thanks also go to the Board of Selectmen and Town Manager for their full cooperation and support to all members of the Highway Department.

Historical Commission

The Historical Commission was established January 21, 1975, by unanimous vote of Special Town Meeting under the provisions of Section 8D, Chapter 40 of the Massachusetts General Laws. It has seven members and two alternates, each appointed by the Board of Selectmen to three-year terms. Meetings are held at 7:00 PM on the third Wednesday of each month in the Museum Cottage, 4 Boston Road, adjacent to the Westford Museum.

Jack Mangan
Chair
John Cunniffe
Vice Chair
Sally Benedict
Treasurer
Robert Stafford
Secretary
David Gutbrod
Brad Heath
James Zegowitz
Alternates.
Phil Gilbert
Conrad Hinckley

Commission Charter

The Westford Historical Commission is chartered with the preservation, protection and development of the historical and archeological assets of the town. It may research places of historic or archeological value and coordinate the activities of unofficial bodies organized for similar purposes. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the selectmen and to the Massachusetts Historical Commission that any such place be certified as an historical or archeological landmark. The Historical Commission may hold hearings; may enter into contracts with individuals, organizations and institutions for services; may accept gifts, contributions and bequests of funds from individuals, foundations and governmental bodies; may make and sign agreements; and may do and perform any and all acts necessary or desirable for the purpose of furthering the Commission's program.

Key Activities for 2010:

Community Preservation Projects

The Historical Commission supported the following applications for funding by Community Preservation Committee in 2010.

- Continued restoration and archiving of Town records
- Phase 2 of the Bruce Freeman Rail Trail
- The First Parish Church Connector Project

Town Wide Archaeological Survey

The survey began in 2009 and 2010 saw the completion of Phases 1 through 3. One of the highlights of this project was the "artifact day", held in March. The Historical Commission, in cooperation with the Historical Society and the project archaeologist, held an open house at the Westford Museum. Residents were invited to bring any artifacts they may have in their possession or to share their knowledge of potential archaeological sites in town.

Demolition Applications:

105 Lowell Road	38 Lawson Rd
52 Flagg Road	49 Boston Road
24 Brookside Road	7 Makepeace Road
43 Concord Rd	47 Cold Spring Road

2011 Focus

- Completion of the Archaeological Study and implementation of recommendations
- Upgrades to the Museum and cottage
- Scenic Road by-law application review with other town boards
- Demolition Permit review

Housing Authority

Christine Pude
Executive Director

Phyllis Koulouras
Carol Engel
Muriel Drake
Scott Hazelton

The Westford Housing Authority (WHA), established in 1971, is the local body responsible for the expenditure of State and Federal housing grants. The Authority currently owns and manages 73 units of housing for the elderly and disabled, six units of family rental housing and eight units of housing for people with special needs. In addition to the public housing inventory, the Authority also owns three condo units at the Brookside Mill Condominium Complex. These homes are rented to moderate-income tenants. The WHA's housing programs are subsidized and regulated by the Commonwealth and receive no funding through Westford's annual budget.

A Board of Commissioners, four of whom are elected by the town for five-year terms and one who is appointed by the Governor, set policy and oversee the Authority's operations. The Executive Director, Christine Pude, and her staff carry out the day-to-day activities. Board members meet monthly on the second Thursday of the month at 7pm, alternating locations between senior developments located at 65 Tadmuck Road and 7 Cross Street.

The Board reluctantly accepted the resignation of Mr. Carl Lyman our Governor's Appointee, in the spring of 2010. Mr. Lyman's dedication to providing affordable housing to the low and moderate income families of Westford will be sorely missed. Board members and staff wish him well.

The Village at Mystery Spring, a supportive living development for seniors, continues to thrive. The WHA functions as the property manager for this federally-funded program, working closely with the Chelmsford Housing Authority, the management agent. At the end of 2010 there are over forty seniors on the waiting list for this building.

The Housing Authority continues its duties as the one-stop affordable housing resource for the Town of Westford. By serving as Staff to the Affordable Housing Committee and the Affordable Housing Trust Fund, the Authority has been able to coordinate and oversee all aspects of the affordable housing program in Westford. This allows interested parties to call only one agency to get answers to their questions regarding the purchase/rental, re-sale or construction of affordable units. Residents may contact the Housing Authority by phone (978-692-6011) or at westfordhousing@westfordma.gov.

The year was very busy for affordable housing efforts in town. Developments with an affordable housing component that were completed or are currently in various phases of construction include Southgate, Hawk Ridge, Graniteville Woods, Tadmuck Meadows and Cottages in the Woods. These developments added almost 100 units of income-eligible, first time homebuyer units to the Town's inventory.

The Authority is working with Common Ground Development Corporation on the expansion of family housing at the Stony Brook complex. In addition, the Authority is very pleased to announce that permits have been approved to transform an existing building in the Parker Village section of town into five affordable rental units for veterans returning home from service to our country.

HUMAN RESOURCES DEPARTMENT

Pamela H. Tebbetts
Director of Human Resources

Bettianne Steffero
Benefits Coordinator

Debbie Fleming
Administrative Assistant

Personnel Advisory Committee:
Elizabeth Michaud
Sue Flint
Jerry Berkowitz

The Personnel Advisory Committee meets as needed to review personnel policies, pay and classification plan changes, and job descriptions.

The Human Resources Department goes out to bid annually for all Town and School health and voluntary insurances, to guarantee that we obtain the best possible rates for our needs.

The steady trend of increases in health insurance has been an ongoing challenge and 2010 was no exception. We faced a 23% increase in health insurance because of plan utilization and increased enrollment, but thanks to the cap that the Massachusetts Interlocal Insurance Association (MIIA) committed to, we were able to limit this increase to 13%.

The Human Resources Department works closely with all departments, employees and retirees to ensure compliance with state, federal and local personnel laws and regulations. New employees are provided with state ethics law summaries and training requirements, as well as work place violence and sexual harassment policies.

The Human Resource Office manages the administration of the following areas:

Insurance

- Plan negotiation and administration for all insurances for town and schools
- Credible coverage notices and general notices for town and school
- Coordinating open enrollment for town and schools
- Self-pay and COBRA payments
- Auditing bills
- Long term disability, short term disability and life insurance plans
- Administration of police and fire accident insurance (111F)
- Medicare Part "D" reporting for town and schools

Retirees

- Town retirement, including communication and providing support to retirees in conjunction with the Middlesex Retirement System, Mass Teachers Retirement System and PEREC

Employment Pay and Classification Plans

- Conducting surveys and drafting changes
- Working with the Personnel Adivosry Committee to prepare recommendations to Town Manager

Administration

- Maintaining all permanent personnel records
- Americans with Disabilities Act compliance
- Family Medical Leave Act leaves
- Human Resource Information System
- Workers' compensation reporting for town and schools

Accounting

- Accruals
- Flexible and premium spending accounts
- Monthly benefit withholding audits
- Authorize payments

Communication is always a priority and the department maintains an open-door policy with department heads and employees to assist and advise on a broad range of personnel issues. The Employee Assistance Program (EAP) is available to all employees in a completely confidential manner. Town and School Human Resource Departments work closely to ensure consistency in the application of the Town's personnel policies and efficiency in day-to-day administration of shared responsibilities.

The Human Resources web page can be found at www.westfordma.gov under Town Departments.

J. V. Fletcher Library

Ellen Rainville
Library Director

In 2010, the J. V. Fletcher Library experienced its busiest year ever – setting record highs for collection circulation, library patron door count, new service initiatives and attendance at Friends of the J. V. Fletcher Library-funded library programs. On average, 875 patrons per day came into the library during its 309-day service year, with inter-library loans, 24-7 remote usage, website hits (1,045,978) and circulation of over 1,100 items per day contributing to the banner year. Book circulation to adults and youngsters continued to increase over past years, while new downloadable media dampened circulation of some less popular older formats. Over 1,300 residents of all ages attended library programs (see below), while over 1,700 Westford community groups and organizations booked the Library Meeting spaces.

Initiatives, Technologies, and Collections:
The year was remarkable for new initiatives and collections, with the Library adding both adult and juvenile *Playaways* to the collection, expanding titles in Chinese, launching the new *Summer Reading List* collection (to meet the demand for assigned summer reading titles), along with increasing juvenile series in Youth Services. *GlobeReader (*the virtual *Boston Globe)* was loaded onto the library's loanable laptops in Reference, downloadable eBooks were unveiled from *Overdrive* (accessible from the Library's website – www.westfordlibrary.org), and – responding to public requests – a scanner was installed in the Reference and Information Services area for public use. The American Textile Museum and the Merrimack Repertory Theater passes were added to the museum pass program, bringing the total number of museums/destinations offered to nineteen.

Youth Services staff launched new program initiatives, with the following:

- *Book Clubs* for grades 1, 2, 3, and 4
- Saturday drop-in *LEGO© Club*
- *Read Alouds* for grades 1, 2, and 3
- Saturday Family Concerts, and
- Saturday Book Bunch drop-in sessions

"This library is continually improving. The staff are always so nice and so helpful. I love this library! I wish I could come every day!" ***Library Suggestion/ Comments Book***

The following new database resources were added to the library's website: *Boston Consumers' Checkbook Database; Consumer Reports Online*, and *Safari Book Online,* supplemented by the following databases made available by the Commonwealth of Massachusetts Board of Library Commissioners: *Books and Authors; Business and Company Resource Center; Global Issues In Context; Health and Wellness Resource Center; InfoTrac Student Edition; LitFinder; Literature Resource Center; Opposing Viewpoints In Context; RDS Business Suite; Science In Context; Student Resources in Context; U.S. History in Context*, and *World History in Context.*

The Merrimack Valley Library Consortium (MVLC) embarked upon an LSTA-funded tri-network grant to migrate three library automated networks to the Open Source EVERGREEN software. Fletcher library staff began preparations for the scheduled spring 2011 migration, assessing collections, current software and databases, as well as testing new modules and software releases. This ground-breaking grant initiative is hoped to provide not only more sophisticated and state-of-the-art service to Merrimack Valley residents, but to offer network operational savings in out years.

Nancy Boutet, Head of Youth Services
channeling book character "*Fancy Nancy*"

Programs:
While launching the new programming initiatives noted above, the Youth Services division continued to offer a full panoply of baseline programs including: *Story Times, Pajama Times, Book Worms, Wiggle Words, Monkey Business, Baby Lap Time, Book Bunch,* and *Mother Goose Times*. A Construction-themed Story time, complete with yellow hard hats, tools, tool belts and a chance to get behind the wheel of a big yellow truck (thanks to the Westford Highway Department!) was a highlight timed to coincide with the Rear Entry Construction project. Thanks goes out to the cast members of the Blanchard/Stony Brook School production of *Cinderella* who made a guest appearance at Pajama Story Time during the winter, while Fall brought the spectacular *LEGO© Club* (201 attendees on day one) with the desperate community appeal netting thirty pounds of donated LEGOs© to the library.

In addition to underwriting all of the Library's programs, the Friends of the J. V. Fletcher Library, Inc. purchased a digital picture frame for the Youth Services public desk so staff could display photos of ecstatic juvenile program attendees. Nancy Boutet, Head of Youth Services, liaised with the new *Parents Connection Parent Discussion* group which began meeting at the library, while Young Adult Specialist Kira McGann attended the Westford Academy Book Discussion Group. Youth Services staff surveyed patrons regarding new and existing story times and programs for planning purposes and the Young Adult Advisory Board swelled from seven to twenty teens.

Adult programs included the monthly Library Book Discussion Group; the Senior Book Discussion Group (while Cameron Senior Center was under construction); Internet Classes; the weekly Westford Job Seekers Network (with a cumulative attendance approaching 3,000) and a unique *D-Day Program* researched and presented by resident Charlie Trantanella (for the 66th anniversary of D-Day) and based upon the memoir, *Parachute Infantry* by David Kenyon Webster. Other adult program highlights of the year included:

- *Who Wrote Shakespeare?*
- *Taking the Mystery out of Facebook*
- *Don't Bite Your Tongue: How to Foster Rewarding Relationships with Your Adult Children,* and
- *Boston Jazz Voices Holiday Program*

Characters from "*The Wizard of Oz*"

The Fletcher Library's fanciful and sophisticated "Wizard of Oz" entry in the Westford Kiwanis Club's May Apple Blossom Parade – complete with Toto in a basket, a tornado and Ruby Slippers – won the "Coveted Roudenbowl" award and heralded the kick-off of the library's June school visits to promote the annual Summer Reading Programs. The 2010 themes – which netted over 1,800 registrants of all ages from June through August were: *Growing Great Readers* (juvenile); *Zen and the Art of Reading* (Young Adult), and; *Hands On, Books Open* (Adult).

The Growing Great Readers juvenile Summer Reading Program events included:

- *Hurdy Gurdy Monkey and Me*
- *Creature Teachers (4 shows)*
- *Family Concerts with Steve Blunt (2 shows)*
- *Pumpernickel Puppets*
- *Museum of Science "Science Magic" (2 shows)*
- *Registration and drop-in crafts*
- *Camp Read A Lot*
- *The Spoon Man and Final Party with the Raffle of 6 passes to One Stop Fun*

The "Teen Zen Master: Zen & the Art of Reading" Young Adult Summer Reading Program featured:

- *Origami with Gustavo*
- *Manga with Andy Fish*
- *Guard-up Sword-play*
- *Silk Hoop Painting with Let's Gogh Art*
- *Haiku with Yetti Frenkel*
- *Iron Chef Challenge,* and
- *Final Party & Bingo*

The Adult "Hands On, Books Open" Program offered its registrants (many of whom were pressured to join by younger readers in the family):

- *"I Can Fix It, You Can Too!" with Marie Leonard*
- *"Food, Inc." (the documentary)*
- *"Introduction to Calligraphy" with Dimple Shah*
- *"Ditch the Junk Food!" with Leslie Barnett*

Gift- and Grant-funded Initiatives and Awards:

The library thanks here those generous donors who gave memorial gifts to the J. V. Fletcher Library *Memorial Book and Gift Account* to purchase titles in memory of, or in celebration of, loved ones. As a further tangible expression of appreciation and warm memories, the Friends of the J. V. Fletcher Library, Inc. purchased the quilted wall hanging *"Birches"* in memory of the late Friends' Treasurer and East Boston Camp devotee Janiece Greenberg. Additionally this year, the *Friends' Room* was re-named the *Janiece Greenberg Room* in her honor. In fall 2010, the Library Friends followed their successful *"Stock the Stacks"* Annual Appeal – which had attracted 256 donors – with the 2010 *"New Titles and New Technologies"* campaign to raise and supplement Town funds for books, media and technology purchases.

Quilted Wall Hanging *"Birches"*

Once again the Library was awarded the NMRLS Supplementary Deposit Grant – this year enhancing the ever-popular Large Print collection. Additionally, the library was awarded a Massachusetts Cultural Council Grant for $350 to host a Young Adult Haiku Artistic Card summer workshop as part of the *Teen Zen Master* Summer Reading Program. In celebration of its fiftieth anniversary, the Westford Garden Club adorned the front granite plinths of the library with spectacular matching urns and boxwood plantings – to be supplemented with seasonal plantings throughout the year. These stunning features create an elegant and welcoming entry through the library's Main Street facade. We thank the Westford Garden Club as well for their on-going gift of passes to the popular Tower Hill Botanic Garden facility in Boylston.

The J. V. Fletcher Library staff was proud to bring home prizes in the Massachusetts Library Association (MLA) statewide biennial Public Relations competition – earning the following awards: *Second Place; Media Presentation* and, *Honorable Mention; Logo.*
In fall 2010, the Board of Library Trustees received a significant civic-minded bequest from the late volunteer Gertrude D. Houghton (to whom the Library's 2008 Annual Report was dedicated). Ms. Houghton volunteered at the J. V. Fletcher Library for over a quarter of a century – increasing her hours volunteering for various divisions and expanding her commitment over the years. Ms. Houghton's magnanimous gift will dramatically underwrite future library initiatives, enriching and enhancing library programs and staff development for years to come.

Administrative and Fiscal News:
Again in 2010, the Friends of the J. V. Fletcher Library Inc. supported the materials budget with a $23,000 gift, and one-half of the library's MVLC annual membership was paid with State Aid to Public Libraries funds. The Library administration continued a departmental re-organization of staff and positions in the wake of on-going staff retirements, and two maternity leaves. All management and union staff is here thanked for their flexibility, creativity, initiative and increased responsibility as the library absorbed positions temporarily and long-term in light of an uncertain fiscal future. The Board of Library Trustees charged the Director with the goal of *Succession Analysis and Planning* in light of the high number of loyal staff Baby Boomers nearing retirement age. Special note must be made here of the department's willingness to embrace added duties and responsibilities, and still launch new initiatives, even as the department absorbed vacancies created by retirements.

Professional Development, Personnel and Volunteers:
Library staff remained active or pursued professional development in local, regional, network, state and national professional organizations including the: American Library Association; Massachusetts Library Trustee Association/Massachusetts Friends of Libraries; Merrimack Valley Library Consortium (MVLC); New England Library Association; Massachusetts Library Association and its Affiliates; Northeast Massachusetts Regional Library System; North of Boston Youth Services (NOBS), and; upon its inception, the Massachusetts Library System – the Commonwealth's new streamlined, statewide region. Libraries across the Commonwealth witnessed a single new region born of the swift consolidation of the six former regions as the Board of Library Commissioners engaged in a critical state-level cost-cutting measure. As a result local libraries took over the cost of certain resource-sharing functions.

Based upon the highly-successful *Westford Job Seekers Network* offered weekly at the J.V. Fletcher Library, Dina Kanabar, Systems/Automation/ Head of Technical Services was invited by the Massachusetts Board of Library Commissioners to make a presentation at an FY11 Library Services and Technology Act (LSTA) Grantees Workshop; this provided an opportunity to share numerous inspirational, motivational and practical *weekly* sessions offered free to Westford job-seekers, including:

- *How to Perfect an Elevator Pitch about Yourself*
- *Preparing for the Interview*
- *Self-Employment and Franchises*
- *How to Answer the World's Most Difficult Interview Questions*
- *Using Library Databases in Your Job Searches*

The Library also was a participating member of the *Westford Coalition for Non-Violence*, highlighting resources and collections available to residents, and working with other Human Services professionals. The Board of Selectmen and the Town are thanked for the extremely valuable multi-week *Leadership Effectiveness Training* for Town Department Heads (a tremendous opportunity enthusiastically enjoyed by the Library Director), and the Board of

Library Trustees is here thanked for their sponsorship of professional memberships and conference attendance for multiple library staff across the year.

Space and Facility Needs

Throughout FY10, the Library Department tackled a number of facility issues and maintenance initiatives, some final touches culminating three years of the *Library Improvement Project*. The Friends of the J. V. Fletcher Library's purchase of two handsome sets of cherry and upholstered stacking chairs for the Mary Atwood Hall falls into this category. It is fitting here to thank Dennis Mulligan, Building Maintenance Worker, who has definitively moved *every* piece of furnishing in the library (some pieces multiple times), and remained upbeat and unstinting, as the department shed almost an entire building of old furnishings while acquiring new. Workers from the Highway Department, the Parks, Cemetery and Recreation Department and the School Department are thanked as well, for repeatedly providing muscle, an extra pair of hands, or moving vehicles over the three years of the *Library Improvement Project*. Across the winter months, the library's Rear Entry was re-designed and re-constructed in order to provide a safer roofline (from falling ice), better energy efficiency and a level, safe rear entry cement pad. After several months of professional squirrel removal, pest management perimeter screening was installed around the entire roofline in July. Numerous systems within the facility were addressed, resulting in:

- a new Heat Pump
- new energy-efficient Exit signage
- upgraded smoke detectors
- a new Hot Water heater
- a cable drop in Ground Level Meeting Room
- replacement kitchen and bathroom sinks and countertops, and
- replacement lighting in the Administrative foyer.

> "I LOVE the new renivation [sic]! Hurray!
>
> ***A young user in the Library Suggestion/ Comments Book***

Capital funds were used to replace the twenty-two year old carpeting in the Technical Services staff work area in July. With almost every facility system dating back to the 1987 renovation and addition, replacement and new equipment continues to be in the library's future. With the goal of maximizing space for collections and patrons, a new unit for increased Compact Disc storage was purchased, as well as locking storage for the Story Hour Room. Throughout the year staff shifted and re-located book and media collections to acquire more shelving space and create room for critically-needed collection expansion.

The Library Trustees and administration continued to identify facility and space inadequacies that have begun to constrain collections and genres, impact technological offerings, limit programs, and diminish library outreach and service to the community. Throughout 2009 and 2010, the Board of Library Trustees and Library administration toured Commonwealth libraries that were recipients of the Public Library Construction Grant funding which the J. V. Fletcher Library received over twenty years ago. These funds brought the Commonwealth in the late twentieth century a public library building boom that parallels the charitable building boom of the late 19th century (epitomized by the generosity of our own Jonathan Varnum Fletcher). Board members and staff photographed, noted, analyzed and summarized the "best and brightest" from this year-long initiative with the view of seeking increased space and expanded services for the Westford public. While completely cognizant of the current fiscal climate, the Board of Library Trustees and library administration have begun planning for 21st century library services for Westford residents in a facility designed for those services. This Trustee initiative and vision continues in the hope of competitively poising Westford for the Commonwealth's next *Public Library Construction Grant* round.

Library Staffing 2010:

> "Great library, great staff! Thanks! One of the many reasons we love Westford."
> ***Grateful Patron***

Director – Ellen D. Rainville
Asst. Director – India Nolen
Senior Librarians:
Head of Circulation – Holly Sheridan-Pritchard
Automation/Systems Manager/Head of Technical Services – Dina Kanabar
Head of Reference & Information Services – Kristina Leedberg
Head of Youth Services – Nancy Boutet
Staff Librarians:
Branch Manager (Bookmobile) – Maureen Barry
ILL/Serials Librarian – Sarah Regan
Young Adult Specialist/Asst. Youth Services – Kira McGann;
Judy Heron (retired 4/28/10)
Local History/Genealogist – Virginia Moore
Library Associates:
Cataloger/Classifier – Alla Brovina
Fine Arts/AV Librarian/Acquisitions/Fund Accounting – Carol McCahon
Juvenile Reference/Program Assistants – Ellen Apicco; Jacki Dibble; Seana Rabbito
Data Entry & Statistics/Patron Registration – Pat Matheson
Circulation and Reader's Advisory – Jean Butler; Mayleen Kelley; Judy Madsen; Paula McWilliams; Leigh Nallen; Deborah Santoro; Chantale Shepard; Seana Rabbito
Substitutes – Laura Fowler, Kathleen Merry
Library Technicians:
Order and Acquisition Receiving – Karen Welz
Inter-Library Loan Support – Mary Bowser
Bookmobile, Periodical and Inter-Library Loan Support – Amy Spadano
Substitute –Courtney Rorke
Maintenance Worker I – Dennis Mulligan
Maintenance Worker II – Evelyn Desharnais; Carole Climo
Records Supervisor/Administrative Analyst – Zoe Daniel
Library Pages (4)
Volunteers (contributing on average 47.75 hours per week)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
Adult Books	10,770	9,379	8,600	8,247	7,859	8,437	9,172	8,552	9,712	8,910	8,688	10,539	108,865
Children's Books	16,289	11,987	10,549	11,185	9,734	8,909	10,149	9,547	11,144	9,718	8,755	13,191	131,157
Adult Magazines	880	735	798	826	708	781	793	705	972	806	713	924	9,641
Children's Magazines	193	155	192	181	164	196	122	148	179	152	109	231	2,022
Adult CD's	2,654	2,549	2,621	2,716	2,235	2,524	2,436	2,175	2,565	2,490	2,191	2,370	29,526
Children's CD's	458	352	321	347	310	278	298	336	391	364	274	457	4,186
Adult Cassettes/LP's	182	162	196	187	128	154	154	161	135	129	113	114	1,815
Children's Cassettes/LP's	149	106	120	133	111	77	83	88	97	89	69	119	1,241
Adult Videos	2,079	1,676	1,331	1,472	1,491	1,716	1,779	1,725	1,690	1,608	1,243	1,583	19,393
Children's Videos	1,233	935	723	827	759	756	927	849	875	955	707	890	10,436
Downloadable Overdrive	162	118	107	122	142	124	127	107	139	156	117	132	1,553
Adult Miscellaneous	3	73	3	3	4	9	9	22	10	2	2	4	144
Children's Miscellaneous	137	95	87	42	89	118	111	144	118	21	38	86	1,086
Museum Passes	283	254	154	137	114	112	145	150	140	192	194	222	2,097
Playaways (Scat 1267)	61	68	60	51	67	54	69	53	61	87	66	118	815
Foreign Language Deposit	15	14	6	24	12	11	39	17	22	9	40	36	245
Library Subtotal —>	35,548	28,658	25,868	26,500	23,927	24,256	26,413	24,779	28,250	25,688	23,319	31,016	324,222
Bookmobile – Adult	336	331	361	251	259	294	305	326	238	238	329	387	3,655
Bookmobile – Juvenile	1,043	572	1,280	1,099	1,240	967	1,282	737	806	1,111	1,109	1,409	12,655
Van Subtotal—>	1,379	903	1,641	1,350	1,499	1,261	1,587	1,063	1,044	1,349	1,438	1,796	16,321
TOTAL :	36,927	29,561	27,509	27,850	25,426	25,517	28,000	25,842	29,294	27,037	24,757	32,812	340,532
Previous Year FY09:	34,859	26,872	26,682	25,624	25,100	23,825	27,209	27,454	30,544	28,367	25,817	33,132	335,485
Percent Change:	5.93%	10.01%	3.10%	8.69%	1.30%	7.10%	2.91%	-5.87%	-4.09%	4.69%	-4.11%	-0.97%	1.50%
OPAC Renewals	1,900	1,979	1,700	2,100	1,935	1,810	1,873	2,049	2,172	1,990	1,996	2,047	23,551
Renewals	3,361	3,233	3,132	3,330	2,804	3,476	2,990	2,844	3,699	3,222	3,143	3,298	38 532
Network transfers IN	4,276	3,476	3,570	3,324	2,731	3,057	3,544	3373	3,531	3,326	3,204	3,347	40,759
Network transfers OUT	2,305	2,121	1,928	1,893	1,683	1,898	2,018	2,020	2,258	2,109	1,918	1,968	24,119
Inter-Library Loans IN	79	69	46	65	72	39	50	63	60	80	65	60	748
Inter-Library Loans OUT	21	32	22	20	24	21	33	30	25	13	26	20	287
Databases, Fletcher													5,581
Databases, MVLC/Region													17,870
Reciprocal (NETWORK)	1,545	1,466	1,472	1,744	1,516	1,534	1,659	1,450	1,800	1,683	1,519	1,658	19,046
Reciprocal (NON-NETWORK)	5,196	5,141	4,553	4,517	4,374	4,268	4,327	4,679	5,006	4,523	4,077	4,258	54,919
Hold Requests	6,248	5,242	5,090	4,566	4,282	4,291	5,342	4,826	5,199	4,399	4,750	5,693	59,928
New Registrations	104	89	121	81	56	45	61	80	65	75	78	116	971
Total Reciprocal	6,741	6,607	6,025	6,261	5,890	5,802	5,986	6,129	6,806	6,206	5,596	5,916	73,965
% of Circ to Reciprocal	18.96%	23.05%	23.29%	23.63%	24.62%	23.92%	22.66%	24.73%	24.09%	24.16%	24.00%	19.07%	23.02%
Meeting Room Reservations	70	51	128	193	170	154	181	173	200	165	152	146	1,783
Days Open	22	21	25	28	22	24	29	27	31	29	25	26	309
Hours Open	202	193	230	223	194	217	227	203	250	238	215	234	2,626
Hits on Library Website	180,565	159,143	108,585	94,466	104,804	104,043	91,284	178,289	64,172	88,312	50,466	34,477	1,045,978
Internet Users	614	625	641	670	583	448	507	525	600	455	364	563	6,595
Comp. Workshop Attendees	0	0	3	5	8	7	0	6	7	6	7	0	49
Comp. Workshops Offered	0	0	2	2	2	2	0	2	2	2	2	0	16
Adult Program Attendees	150	237	277	299	153	197	189	168	277	172	156	268	2,543
Adult Programs Offered	7	8	7	8	5	7	6	6	7	7	6	5	79
YA Program Attendees	89	50	0	207	32	54	9	130	25	46	11	964	1,617
YA Programs Offered	3	1	0	4	3	3	2	4	3	5	2	11	41
Childrens' Program Attendees	1,190	388	0	1,111	675	571	113	802	1,372	527	144	2,534	9,427
Childrens' Programs Offered	15	2	0	27	17	10	1	18	36	16	4	26	172
Computer Room Hours	34	30	38	42	53	39	33	42	48	49	51	48	507
Average Circ Per Day	1,679	1,408	1,100	995	1,156	1,063	966	957	945	932	990	1,262	1,102
Previous Year:	34,859	26,872	26,682	25,624	25,100	23,825	27,209	27,454	30,544	28,367	25,817	33,132	335,485
Sum of previous year FY09:	34,859	26,872	26,682	25,624	25,100	23,825	27,209	27,454	30,544	28,367	25,817	33,132	335,485

TRUSTEES OF THE J. V. FLETCHER LIBRARY

Marianne Fleckner
Chair
Bob Price
Secretary
Hajo Koester
Treasurer
Buffie Diercks
Susan Flint
Jack Wrobel

The J. V. Fletcher Library Board of Trustees is an elected six-member board empowered by Commonwealth law to set policy and oversee administration of the library. The Trustees are elected annually in pairs and serve overlapping three-year terms. Buffie Diercks and Jack Wrobel were re-elected in the May 2010 town election.

Progress Towards Trustee Goals

The Board of Library Trustees' goal for FY10 was to continue the work of the J.V. Fletcher Library building expansion project and poise the Town of Westford to be prepared to apply under the next Massachusetts Board of Library Commissioners public library construction grant round in 2016. In support of that goal, the following objectives and activities were set forth:

- Meet with the Permanent Town Building Committee on Feasibility issues and Expansion Alternatives.
- Tour newly renovated and built public libraries. Starting in 2009, the Director and Board visited nine (9) libraries.
- Meet with Town staff, boards and officials to continue with needs assessment discussions (i.e. Conservation Coordinator to flag wetlands).
- Secure funding for a library building consultant and feasibility study at a future Annual Town Meeting.

The Trustees are extremely proud of the cosmetic renovations the library undertook over the past three (3) years; the changes brought many accolades! From the newly purchased chairs and carpeting, the refurbishment of the Mary Atwood Room, the reconfiguration of the shelving units throughout the library to bring in more natural light and expand upon visibility, the redesign of the Reference and Children's areas to the preservation of the many historic stained glass windows, many patrons extolled their happiness with the final results.

In early 2010, our patrons were the recipients of the re-designed rear entrance to the library. The project included replacing the double doors and the concrete pad and rebuilding the portico that shelters the entryway. Everyone now enjoys a *safe*, dry and attractive entrance. The Board extends a thank you again to the Board of Selectmen, the Capital Planning Committee and the Finance Committee for their support of this much-needed safety improvement. In addition, the Library received approval to expand its parking area by nine (9) spaces. The Trustees are hopeful this will in part alleviate the frequent overcrowding of the parking area and provide additional parking for residents using the library and other facilities around the Common.

While the Director and Trustees are extremely proud of the cosmetic renovations, our enthusiasm for continuing work on a building expansion project has not been diminished. The Trustees realize and appreciate the fiscal uncertainty of the town, the state and the country, but the reasons for the building expansion are still valid. Space is still needed for new collections, technology, additional meeting rooms, and more appropriate office and storage space. With that in mind, the Trustees met again with the Permanent Town Building Committee in September. The Trustees agree that developing plans for the library building expansion should continue so that plans will be in hand when the economic situation improves. This trustee goal will therefore carry forward into the coming years.

A second goal for the Trustees in FY10 was to *maintain* hours of service to the Westford community. This includes fifty-two (52) hours during the academic year, fifty-five (55) hours during the Sunday season (January – April), forty-five (45) hours through July and August and

thirteen (13) hours weekly for the Bookmobile. We have been successful with this goal and believe it has served the public well over the years. As we progress into a difficult FY12 budget season, we will keep maintenance of hours as a priority while simultaneously acknowledging any changes the Trustees may take to keep the level of service a priority while managing within our budget target.

A third goal in FY10 was for the Trustees to continue to work to restore departmental staffing lost in the prior year; this continued as we progressed into FY11 last July 2010. As always, the goal is to provide exceptional service while maximizing efficiencies.

Library Trust Funds Activity
2010 re-sparked sadness with a silver lining. In 2008, the Fletcher Library community lost a wonderful friend and volunteer, Gertrude Houghton. For those who knew Gertrude, she had an endless amount of energy and good spirit. The Board of Library Trustees was most fortunate to receive a $100,000 donation from Gertrude's estate. Like all projects preceding, this money will be used in the spirit and intent Gertrude specified and will have lasting effects on the J.V. Fletcher Library.

Trust fund money was also used to purchase three museum passes and to cover most of the cost of the annual Staff and Volunteer Recognition Brunch. (The Friends of the J.V. Fletcher Library, Inc. funded the majority of the museum passes and paid for certain brunch expenses.)

As permitted by library policy, the Trustees funded memberships of the staff and the Trustees in various professional organizations and funded their attendance at a number of regional conferences, workshops and symposia. Printing of the semi-annual Events mailer was paid by Trust funds. The Trustees also approved funding for an outreach promotional brochure for the establishment of a Foundation. Non-recurring Trust fund expenses in FY10 included a Landtech survey and upholstering of antique furnishings.

Library Policies
The Trustees typically work with the director during the year to keep the library's governing policies compatible with the current facility, the latest technologies and the best practices of library operation. This year, the revision of the CORI (Criminal Offense Record Information) policy on the state level compelled the Trustees and the director to update the library's policy (11/1/10). In addition, with constant changing technologies, the director and Trustees worked together to update the Internet Access Policy and Guidelines (1/11/10).

Professional Development and Activities
At least one Trustee attended each of the following events sponsored by our state library support organizations this year:

- The Northeast Massachusetts Regional Library System (NMRLS) Legislative Breakfast with state and local government officials on February 26th at the Middleton Public Library.
- The Massachusetts Board of Library Commissioners (MBLC)/Massachusetts Library Trustee Association (MLTA) 10th Annual Trustee Symposium on April 10th at the Fiske Public Library in Wrentham featuring a presentation on: *Group Process: Working Effectively as a Board of Trustees.*
- The Massachusetts Friends of Libraries (MFOL)/MLTA 14th Annual Joint Conference on November 6th at the Worcester Technical High School: *Managing Change to Continue Essential Services for Your Library.*

Recognition
The Trustees would once again like to thank the library staff for sustaining their high level of quality service to the community. In 2010, the staff was down by a retirement vacancy and a number of maternity leaves. The Trustees would like to commend the library director and her

staff for covering these losses: the staff for being flexible in the extra hours they were willing to work and the director for ingenuity in juggling their schedules. Added to this challenge, was the ever-increasing popularity of enhanced and expanded library programs. Innovation and commitment persevered in allowing the library staff to continue its reputation of excellent service.

The Trustees would also like to acknowledge and thank the skilled volunteers who tirelessly work largely out of the public's sight. They are an amazing group and integral to the success of the library. They perform critical tasks that keep the library functioning. The average hours per week these volunteers worked in the library in 2010 were equivalent to 125% (1.28 FTE) of a full-time paid staff member. These dedicate volunteers were honored at the annual Recognition Brunch in November of 2010 hosted by the Library Trustees and supplemented by the Friends.

Friends of the J. V. Fletcher Library, Inc.
The library wouldn't be the success it is if it wasn't for the hard work and unparalleled dedication of the Friends of the J.V. Fletcher Library, Inc. This auxiliary group's annual fund raising effort to raise money for the library collection again this year brought much success – providing funds that helped the library maintain the level of spending on books and other materials required by the MBLC to retain library certification. The Trustees would like to praise the Friends for another successful membership drive and outstanding book sale program. The Friends typically host four book sales throughout the year, providing a treat for our book lovers while generating revenue to support the library.

The Friends continued to fund the purchase of new videos and the latest bestsellers for the library's popular rental collections. They also purchase the majority of the museum passes and funded the summer reading programs, the various holiday programs, and the juvenile, teen and adult programs throughout the year.

Note
The library Trustees generally meet at 7:00 PM at the library on the first Monday of the month throughout the year. These meetings are, of course, open to the public and residents are always welcome to attend and comment. An updated meeting schedule is maintained at the library website: www.westfordlibrary.org. The Trustees may be reached through this website and all library policies are available there for public viewing.

Mosquito Control

Timothy Deschamps
Executive Director
Timothy E. McGlinchy
Director of Operations

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 38 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control. IMM encourages the use of non-chemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source (i.e. water-holding containers), is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology, and the need to eliminate these man-made breeding sources. A new program for CMMCP under source reduction is a tire recycling program. Used tire casings are a preferred habitat for several species of human-biting mosquitoes, species that also carry disease. CMMCP has recycled over 3,500 tires to date in our member cities and towns; please contact our office for more information.

Bacterial larval control with *Bti* (*Bacillus thuringiensis israelensis*) is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if pre-determined thresholds of mosquito larvae are exceeded. *Bti* is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a weekly basis for routine sampling. If a WNV or EEE hot spot is identified, surveillance is intensified to sample mosquitoes in that area and these collections are sent in to the Mass. Dept. of Public Health for virus testing.

We are now running a research and efficacy department which checks for efficacy of our products and techniques, and to research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis. Information on this program is on our website.

The Project has a website at www.cmmcp.org which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions. Please feel free to contact us at anytime for more information.

Museum & Historical Society

Visitors: Approximately 1900 people visited the museum in 2010. The largest single set of visitors was the children, teachers and chaperones who came for the 3rd grade tours.

Acquisitions of Note

- Westford 2008 Quilt made by the Nashoba Quilters will soon be on display at the newly renovated Town Hall
- Eagle Scout candidate Jesse Crane assembled a book of information on the veterans buried in four of Westford's cemeteries. In addition to the color hardcopy, Jesse provided a digital version.
- Two new laptop computers to be used for interactive displays at the museum (courtesy of Jim Satko and HP)
- Canvas giclée of *The Departure of the Minutemen* by nationally known historical artist Don Troiani

There are currently over 6,100 items in the accessions database.

Current Board members:
Dan Lacroix
President
Elizabeth Elliott
Secretary
Beth Shaw
Vice President
Bob Shaw
Treasurer

Bill Barnett
Jim Bogue
Jim Clark
Gail Connolly*
Doug Cook
Geoff Hall
Conrad Hinckley**
Mike Harde
Patti Mason
Bob Oliphant
Newell Tillman

Penny Lacroix,
Museum Director

* retired from board in 2010
** new to board in 2010

Temporary Exhibits During 2010

- History photo scavenger hunt through existing exhibits
- Handwork (including the Westford 2008 Quilt)
- Historic Christmas greeting cards (by Patti Mason)
- Old Time Toys (by summer intern Katie Osgood)
- Military artifacts (by volunteer Mark Gozzo)
- Root, Root, Root for the Home Team; A History of Baseball in Westford
- Westford Town Hall
- Artifact of the Month

Events

- Westford Museum open most Sundays from 2 to 4 p.m.
- 3rd Grade tours
- Westford Academy (WA) Westford History class tours and orientation
- St. Distaff's Day spinning bee and bimonthly spinners gatherings
- Book discussion on David Brody's *Cabal of the Westford Knight*
- Book signing by Marie Leonard
- Holocaust remembrance event: screening of *Paperclips* and roundtable discussion
- Off-site presentations to children at the Goddard School in Westford
- Westford Minuteman and Militia open house
- Archaeology survey presentation (in conjunction with the WHC)
- Fairview Cemetery Tour
- Student photo contest (cemetery theme)
- José Ramirez book signing and presentation
- Unveiling of the *Departure of the Minutemen* painting by Don Troiani
- Participation in the Fall Family Fun Fest at Kimball Farm
- Fundraiser at the British Beer Company with the Minutemen and the British Regulars
- Mary McAvoy reading and photography display

- Robert MacDougall Veteran's Day program
- West Street Serenaders holiday concert
- Eight folk concerts
- Genealogy Talk and Workshops at Cameron Senior Center (Patti Mason & Bob Oliphant)
- Book signing by Bob Oliphant

Private events were hosted at the Museum for the Westford Newcomers and Friends, the Westford Conservation Trust, The Col. John Robinson Chapter DAR and the League of Women Voters.

Projects

- Atwood papers sorting, organizing
- John & Abigail Adams Museum Musings program (for Westford CAT)
- $1000 Greater Lowell Community Foundation grant for dehumidifier, data loggers and fans
- Baseball history roundtable production (for Westford CAT)
- Town Hall roundtable discussion (for Westford CAT)
- Civil War Monument 100th anniversary summary (published to website)
- Transition to PHP List for our membership and mailing management
- Implementation of monthly e-newsletters
- Launching of a new Museum website and branding
- Security monitoring video system installed
- Inventory and accessioning of our Native American collection
- Re-publication of Marilyn Day's *A Walking Tour of Fairview Cemetery* book on CreateSpace.com
- Westford History Prize (for WA students)
- Route 110 documentary (for Westford CAT)
- Historical and genealogical research for over twenty researchers from across the country

List of Volunteers

Andrea Ales
Brenda Barlow
Bill Barnett*
Adrien Bisson
Jim Bogue*
David Brody
Judy Cataldo
Jim Clark*
Bill Cody
Gail Connolly
Doug Cook*
Marilyn Day
Elizabeth Elliott*
Bruni Fletcher
Jon Forsyth
George Gabrielson
John Gallucci
Mark Gozzo
Geoff Hall*
Ellen Harde
Mike Harde*
Jeff Henry
Conrad Hinckley*
Tony Janeczek
Andre Lacroix
Cate Lacroix
Dan Lacroix*
Penny Lacroix*
Lois Lennert
Pat Louch
Patti Mason*
Nora Newhard
Andy Norander
Bob Oliphant*
Stacey Perron
Melissa Phillips
Marguerite Sabatino
Beth Shaw*
Bob Shaw*
Sandy Shepherd
Newell Tillman*
Westford Academy Museum Club Members

* denotes current Westford Historical Society Board Members

Board meetings are usually the 4th Wednesday of the month at 7:15 p.m. in the Museum cottage. Wesbsite: www.westford.com/museum Email: Museumdirector@westford.com

Thank you to all the faithful volunteers, who really are the life blood of the Westford Historical Society.

Common Restoration Project

> "The common is a gem of rural beauty, not large in extent, but fringed with a double row of ... trees. Here in the twilight of pleasant summer evenings the young and the old do sometimes gather to listen to sweet music or in the spell of the witching moonlight the light hearted sit and while the gladsome hours away."
>
> - Edwin Hodgman, *History of Westford Mass* 1883

In 1995, the Historical Commission and the Westford Historical Society undertook the Common Restoration Project which was completed this year. Historian Gordon Seavey (1905-1996) planted the seed for the restoration two years earlier when he asked the Historical Commission to return the Common as closely as possible to its original glory. He wrote, "The Common should be one of the community's most aesthetically pleasing sites."

A survey of the Common was commissioned in December 1995 and the following year Gloria Tu Gilbert of Greater Boston Land Design of Westford created the landscape plan. Work began to take up the asphalt walkway from Lincoln Street to the Vietnam Memorial and to remove numerous ornamental trees from the center of the Common so the double row of trees around the perimeter could be restored.

Donors of The Trees

Friends of Steve Adams in his memory – 2007
The Buckingham Family (4 trees) in memory of Pat Buckingham, Edward C. Buckingham, Sgt. Wm. Buckingham & Sgt. Arlon Buckingham and to honor Willis "Bucky" Buckingham - 2006 and 2007
Century 21 Real Estate - 1998
Cub Scout Pack 95 Den 3 - 2006
Paul Davies in memory of his wife, Joy, and son, Deron - 2006
Friends of Dick Emmet in his memory - 2007
Matt Foti of Foti Landscape and Tree Service - 2006
Mike & Ellen Harde - 1998
Diane Holmes and her children in memory of Bernie Holmes - 2006
Andrew & Judith Kusmin - 1998
Friends of Denis Maguire in his memory and John Wilder, Wild West Tree Farm, who donated Deny's tree – 2007
Mahoney's Garden Center - 2007
Patti Mason and her sons, Bob & Fred, in memory of Don Mason - 2008
MassElectric (2 trees) - 1997
Rose & Bill O'Donnell - 2008
The Peraner and Sweet families in memory of their fathers - 2007
Rotary Club of Westford - 1998
Bob & Diane Shaffer in memory of Bob's mother, Shirley - 2006
Bob, Beth, Jordana, Rebecca & Jessica Shaw - 1998
Rita Shipley and family to honor her parents, Mike and Yvette Guillemette - 2006
The Szylvian Family in memory of Ed Szylvian - 2007
275th Commemorative Tree - 2004
Leslie Thomas in memory of her husband, Mark, and her mother, Fran - 2007
Westford's Farmers Market on the Common - 2008

Donors of The Benches

Ed Connolly in memory of his father, Edward M. Connolly - 1998
Ann & Bruce Doran - 2007
The Fletcher Family in memory of Ethel & Austin Fletcher - 1998

Friends of Tracey Hinckley Presnall in her memory - 2000
Ron & Mary Jo Johnson - 1998
The Levenbaum Family - 1998
Carolyn & Tom Lumenello - 1998
The O'Donnell Family, Bill, Rose, Bill & Julie - 2007
The St. Onge Family in memory of Dick St. Onge - 1998
Friends of Sharon Scott, in memory of Abbie and Ian's grandmother, Bella Gauthier- 2006
The Sullivan Family in memory of Chief John & Mary Sullivan - 1998
The Sullivan Family in memory of Sonny Sullivan - 1998
Jack Wrobel - 1998
To honor the Caretakers of the Common since 1956:
Tom Curley, Clayton Dearth and Jon Revis - 2007

The Bandstand
In the fall of 2007, the Westford Academy Community Service Team under Ken Kravetz chose the building of a bandstand as their spring 2008 project. David Fox designed a bandstand to replicate the one that stood on the Common from 1861 to the early 1900s. Ed Buckingham of Colonial Home Design drew up the plans, Nashoba Valley Technical High School students built the trusses and on May 31st, Dave Fox, the Westford Academy students and other "Lend a Hand For the Bandstand" volunteers built The Bandstand.

Donors to The Bandstand
Westford Rotary – Major Donor
Westford Charitable Foundation/The Westford Road Race
Texas Road Neighborhood Association - with gratitude for life in this small town
The Buckingham Family
Barbara Seavey in memory of Gordon B. Seavey
June, Charlie, Martha & Betsy Kennedy
The Burgoyne Family
Steve, Joann, Alicia & Ashley Gauthier
The Gozzo Family
Newell Tillman in memory of Francine D. Tillman
Seventeen Families in Parker Village
The Olszowy and Grondine Families in joyful memory of John and Victoria Olszowy
Westford Academy Student Council and School Store

The Bill O'Donnell Fountain
The water bubbler, given by Bill's family in his memory in 2001, was moved from the Police Station courtyard to the Common in the summer of 2010. Rose O'Donnell and Paul Royte organized and funded the move, working with Garside Granite and Matley Plumbing of Westford.

The Complete History
Beth Shaw, a member of the Historical Society board of directors, wrote a complete history of the Common Restoration Project in October 2008. A copy of this history can be obtained from the Westford Museum.

Northern Middlesex Council of Governments

James Silva,
Alternate Councilor, Chairman of NMCOG
Robert Jefferies,
Councilor, Westford Board of Selectmen
Fred Palmer,
Councilor, Westford Planning Board

The Northern Middlesex Council of Governments (NMCOG) was established in 1963 under state law and is one of thirteen (13) regional planning agencies in the Commonwealth. NMCOG serves nine communities in the Greater Lowell area: Billerica, Chelmsford, Dracut, Dunstable, Lowell, Pepperell, Tewksbury, Tyngsborough and Westford. NMCOG provides professional technical assistance in the areas transportation, economic development, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation and emergency response, and environmental protection. Transportation planning is undertaken in cooperation with the local communities, the state transportation agencies and the Federal Highway Administration.

The Council's governing body is comprised of a chief elected official (Selectman or City Councilor), a Planning Board member and an alternate from each member community.

The agency strives to bring a regional and interregional perspective to all areas of planning and resource management by fostering cooperative efforts between municipalities, and encouraging collaboration between the public and private sectors. NMCOG promotes the interests of the local communities at the state and federal level, and often acts as a liaison between the municipalities and other levels of government.

The Council maintains a staff of professional planners and technicians to assist in developing and implementing its policies. The Council meets monthly (usually the third Wednesday of each month) at 40 Church Street, Lowell, and all meetings are open to the public. Each NMCOG member community pays an equal per capita assessment, which is used to provide the local match for various State and Federal grant funding programs. The Council's FY 2010 budget included $72,732.49 in local assessments, of which $5,389.48 represented Westford's share.

NMCOG devotes a large share of its resources to transportation issues. Over the past year, the Council worked with the Town and the Massachusetts Department of Transportation (MassDOT) to advance the American Recovery and Reinvestment Act (ARRA) funded traffic improvements along Route 110 near Route 225. NMCOG staff also continued to assist the Town in advancing the design plans for Phase II of the Bruce Freeman Bike Path, and in the design of future traffic improvements along Route 110 from Minot's Corner to Nixon Road.

NMCOG undertakes an annual traffic counting program, collecting over one hundred counts at various locations throughout the region. Many of these counts are conducted within the Town of Westford. The count data is incorporated into a traffic count book and map that is distributed to local officials. Traffic count data is also available on the Council's web site at www.nmcog.org.

The Council continues to provide assistance to the Lowell Regional Transit Authority (LRTA) in the following areas: obtaining Federal capital and operating assistance, marketing programs to improve ridership and revenue, statistical monitoring and analyses, and planning evaluation of the LRTA's route structure and scheduling. Transportation services are available to Westford seniors through the Westford Senior Center, and over the past year, the LRTA provided fixed route bus service along Route 110, from the Chelmsford town line to the Littleton IBM facility.

The Council, in cooperation with the U.S. Economic Development Administration (EDA), completed the 2009-2013 *Greater Lowell Comprehensive Economic Development Strategy*

(CEDS). The document provides a blueprint for addressing the economic development problems in the region, and strives to achieve a balance between the implementation of economic development initiatives and maintaining the quality of life for area residents and businesses.

NMCOG is working with Westford, and other communities throughout the region, on initiatives to regionalize certain municipal services. This project is funded by the Massachusetts Department of Housing and Community Development (DHCD), using funds made available by the legislature under the District Local Technical Assistance (DLTA) Program. The DLTA projects include a feasibility study to investigate the formation of a regional 911 dispatch center, establishment of a regional procurement program, and a feasibility study to share animal control services. Through the DLTA program, NMCOG is also working with the Town to create an Economic Development Plan for the Route 110 corridor.

NMCOG continues to work with the Affordable Housing Committee to update the town's five-year Housing Production Plan. Approval and certification of the Housing Production Plan by DHCD will allow the town to have greater local control over the 40B development process.

At the end of 2010, Jim Silva stepped down as Chairman of NMCOG after serving three years in that position. He remains an alternate member representing Westford. Bob Jefferies and Fred Palmer also remained on in 2010 as Westford's Selectman and Planning Board representatives.

Parkerville Schoolhouse Committee

Dolly Michaelides
President

Roger Plaisted
Vice President

John Wilder
Treasurer

Heidi Hatke
Recording Secretary

June Kennedy,
Corresponding/Archival Secretary

Charles Kennedy
Bonnie Oliphant

The Parkerville Schoolhouse Committee received wonderful news this past fall. Following an application process, The Country Schoolhouse Association of America placed the historic No. 5 Parkerville Schoolhouse on the National Schoolhouse Register. It is just one of six such structures throughout the country so honored this year. A dedication of the plaque celebrating this award was held during the annual Open House on November 14. Two alumni of the 1920s, Elizabeth Nesmith Outhuse and Joe Perkins, came to the Open House to reminisce about going to school at the historic 1880 one-room school.

This past spring of 2010, twenty third-grade classes from Westford, and several second-grade classes from Acton and Hudson, Massachusetts, experienced the "old School Days" curriculum of 'rithmatic on slates, dip-pen writing, marching to music from the wind-up victrola, old-fashioned games, and local history. The children are encouraged to wear period clothing and are thrilled to take on the name of an alum, like Elizabeth or Joe. The schoolhouse is used by local scout and 4-H groups in return for service including decorating the windows or helping during our annual spring cleanup.

Although the town owns and insures the building, all of the Schoolhouse projects are done at no cost to the town. Funds for restoration projects or building maintenance are primarily received from an annual mail drive in October. This year the rickety internal cellar stairs and broken window panes were replaced, an historic 46-star United States flag was archivally mounted and hung, and a new dehumidifier for the basement was purchased. The furnace needed repair and the basement was pumped out by the fire department after our record spring rainfall, but the historic building is in great shape and ready to be used by local school groups or rented for small parties and gatherings. If you are interested in using or renting the schoolhouse, which has buffet tables and chairs for 50, please call Heidi Hatke at 978 392-6827. Also, call if you wish to come to one of our monthly meetings or visit our website at www.ParkervilleSchoolhouse.org.

Parks and Recreation Commission

Kevin "Kacy" Caviston
Chair

Carolyn Metcalf
Vice Chair

Colleen Barisano
Ken Hanly
John McNamara
Cindy Freud

Alternates
Gus Bickford,

The Parks and Recreation Commission acts as a policy-setting committee for the Parks, Recreation and Cemetery Department. The commission oversees short- and long-range planning for recreational facilities and site acquisition, as well as the development and maintenance of existing recreational facilities. The seven members of the commission are appointed by the Town Manager. The Cemetery Commission, a separate commission, acts as the policy-setting committee for the cemetery operation.

The Parks, Recreation and Cemetery Department are responsible for recreation programming, parks and grounds maintenance, and cemetery maintenance and operations. Department Staff: Patricia Savage, Director, Sandra Habe, Assistant Director, Debra Barry, Office Administrator, Danielle LeBlanc, Senior Assistant, Kristin Kinglocke, WPC Curriculum & Program Coordinator. The following staff are shared positions with Highway Department: Jonathan Revis, Parks/Grounds Operations Supervisor, Robert Upperman, Parks/Grounds Crew Leader, Richard Nawoichik, Cemetery Supervisor, Brian Auger, Lloyd Leach, Glen McCarthy, and Brian Shipley, Heavy Equipment Operators. The administrative office is located at 35 Town Farm Road. Website www.westfordma.gov/rec

Parks and Grounds

Parks and Grounds maintain parks and recreation areas as well as other town properties.

American Legion ball fields' work included cutting and filling base paths on all seven fields. Pitching mounds were graded and aligned properly. Repairs to the irrigation system were also completed.

Areas of *Jack Walsh* were closed at the end of the summer for deep tine aeration, overseeding, and repairs. The well pump was repaired and replaced. There continues to be an increase in permit requests and usage of this prime soccer facility.

The Town Common hosts a number of events throughout the spring, summer, and fall. In addition to grounds maintenance, repairs were made to the flag pole and irrigation system.

Work on *VFW/Forge* included cutting out base paths, repairs to lighting and grading of mounds. Permit fees pay for maintenance of recreation fields.

Dedication of Bench at VFW Field – A bench in memory of long time police officer Billy Duggan was unveiled this past fall at VFW softball field. His daughter, sister and approximately 75 family members and friends attended the unveiling. A second bench will be placed at the Town's Police Department. Retired Police Officer George Higgins was instrumental in working with the Parks and Recreation Commission and Department in honoring Billy's memory.

As time and labor permit, the crew has helped the Conservation Commission with mowing at Pond Street, placement and removal of docks at East Boston Camps, and mowing of the grassy area at the main camp.

The crew in addition to grounds maintenance responsibilities completes other tasks/projects throughout the year. This year the crew strung holiday lights at the Town Common. The annual holiday lighting ceremony is held the Sunday after Thanksgiving and is coordinated with the Girls Scouts and the Common Restoration Committee. The crew hangs the flags along Main Street and North Main Street for Memorial Day through July 4th and from Veterans Day through Pearl Harbor Day, Dec. 7th.

Equipment replacement included two field laser lining machines, and two back pack blowers. The crew maintains the grounds equipment. Vehicles are maintained by the Highway Department with cost of repairs/maintenance being shared for trucks that are used in snow and ice storms.

Bruce Freeman Rail Trail – The Bruce Freeman Rail Trail (BFRT) has been added to the maintenance plan. The plan is for the crew to clean up leaves/debris in the fall and clean up in the spring removing winter debris. Emily Teller, Westford Board member of the Friends of the Bruce Freeman Rail Trail, Inc., has worked closely with the department and Commission in funding and communicating issues related to the trail. Emily has been an invaluable resource for the department and staunch advocate for the BFRT.

Ronan McElligott Memorial Playground – "Because every child deserves a place to play."
This year was the first full year of usage, the playground being dedicated Nov. 2009.
The playground is a barrier free playground accessible to children of various ages and abilities. Because of its location at Edwards beach this summer saw an increase in usage. Due to the increase in usage a parking plan developed by Town Engineer Paul Starratt and Assistant Town Engineer Jeremy Downs was used and parking attendants were hired to assure adherence to the plan. The parking plan worked out well. Repairs were made in the fall to a portion of the poured in place surfacing. www.westford.com/ronansplayground

Recreation Programs
The Town established a Recreation Enterprise Fund that began in fiscal year 2009. The Enterprise Fund gives the Town the flexibility to account separately for services for which a fee is charged. The Recreation Enterprise Fund successfully reached its financial goals in its second year of a three year commitment. With the start of fiscal year 2011 the fund does not receive any subsidy from the Town. A variety of programs are offered throughout the year. A brochure is mailed to Westford residents twice per year and it is available on line. Registration for most programs is available on line at www.westfordrec.com

Westford Area Community Crew (WACC): under the guidance of Coach Ken Gifford enjoyed another successful season. The highlight of the fall season was having both adults and high school students row in the Head of the Charles Regatta (HoCR). The Head of the Charles and its Earnestine Bayer Race (EBRoC) are held annually in Boston. The international event included fifteen Westford residents rowing in the HoCR and EBRoC races. WACC members Pierre Lessard, Linus Alinskas, Marc Cajolet, Jon Raichek and Garrett Miner had a 22m 45s time in the Saturday afternoon HoCR Men's Masters 4+ race. The EBRoC Mixed Doubles scull of Priyanka Ram/Matt Davis won first place in the 15 to 19 year-old C2 race with a 24m 44s time on the 3 mile course. The Danielle Raicheck/Mickaela Noonan scull won the EBRoC Women's Double C2 15 to 19-year-old race with a 29m 59s time and Gwen Orford won the Women's Singles C3 15-19-year-old race with a 29m 41s finish. Sarah Berkowitz, Ben Davis, Nick Walsh, Joe Berardis & Eddie Pittman-Dougherty had a 20m 23s time in the Sunday morning HoCR Men's Youth 4+ race.

Head of the Charles – Earnestine Bayer Race Medal Winners (from left to right) Matt Davis, Gwen Orford, Mickaela Noonan, Danielle Raichek and Priyanka Ram.

New Counselor in Training/Leadership program took place this summer at the Town's East Boston Camps. Youth ages 13 to 15 participated in three week session gaining valuable leadership training, CPR/First Aid Certification, program planning, and effective techniques and practices in working with children. The majority of attendees graduated from the program and are ready to work for the recreation department or other organizations that work with children.

Concerts on the Common: Making use of the new bandstand the department held four great concerts this past summer at the Town Common. Residents and friends brought picnic dinners and enjoyed the evening while being entertained with live music.

Basketball: Coach Bill Denzel's popular summer basketball program was offered for the first time during Feb. and April vacations. Bill has been working with the department since 2001.

Tennis: Coach Donna Holmes had a successful summer USTA Junior Tennis Team (JTT) season. The teams competed against area USTA JTT. Donna, a certified tennis professional offers a variety of tennis programs spring through fall, weather permitting. Donna has been working with the department for over 10 years.

Westford Partnership for Children After School Enrichment program operates in all six elementary schools and for middle school participants at Stony Brook Middle School. The program offers a variety of activities with new choices being added each registration period. The WPC offers special programs during school professional development days. Special program days are open to all students.

The Middle School program's named was changed to Middle School Rec Club. Merideth Goddard, Site Director has added a number of new activities after meeting with Middle School participants. Cooking, Chill out Friday, as well as the new Wii games are all popular activities.

Site Directors: Abbot – Heidi Hillman, Crisafulli – Michelle Collett, Day – Tamara DeMaio, Miller – Donna Burnham, Nabnasset – Geri Simons, and Robinson- Linda Hillman meet

monthly with the Assistant Director and Curriculum Coordinator to discuss the program, attend training, and discuss successes and areas for improvement. All Site Directors have worked in the program for two or more years.

East Boston Camps Agreement with Conservation Commission
The first year of the agreement for scheduling the East Boston Camps property between the Conservation Commission and Parks and Recreation Commission has worked well. Several rentals took place with Boy Scout troops being the most active users. Building repairs anticipated in 2010 were not completed. It is anticipated to have one or two buildings ready that will meet Board of Health permit requirements for Family Camping.

Town Farm
The department administrative office has been located at 35 Town Farm since September 2007. The asbestos insulation on the basement pipes was professionally removed and disposed of this year. The windows are being reviewed for replacement. The windows are a part of the historic listing for the building due to the nine pane/six pane design structure. Historic grants are being considered.

Westford Community Fields
This year saw an increase in fundraising and it is anticipated the Westford Academy field will be constructed in summer 2011. A ground breaking ceremony took place at the Nutting Road site in December. The initial site work of clearing and leveling the site took place in the fall/winter. Fundraising will continue in order to complete the project by the spring of 2012.

Permanent School Building Committee

In 2006 the contractor was declared in default on the Stony Brook Middle School project, and outside counsel was retained by the town to pursue the committee's claim against the bonding company for its failure to complete the project. Suit was filed in Norfolk Superior Court to recover the costs of the work which should have been completed by the contractor and/or the bonding company. The suit has progressed slowly, with requests for documents and depositions from both parties.

Westford's suit was combined with a suit of one of the sub-contractors, at the request of the bonding company. An attempt was made to mediate a three-way settlement in the Summer of 2009, without success. The sub-contractor has since settled with the bonding company.

Kenneth Morgan
Chairman

George Murray
Vice Chairman

Steven Brierley
Secretary/Treasurer

Arthur Benoit
Karen Cavanagh
Thomas Ellis
Angela Harkness
Robert Jefferies
Mike Mulligan
Kirk Ware
Victor Weisenbloom

The pending litigation is the only work remaining to be completed by the Permanent School Building Committee, which began its work in 1988. The committee meets infrequently, as needed to update members on the status of the lawsuit.

Permanent Town Building Committee

Thomas Mahanna
Chair
Kirk Ware
Vice Chair
Paul Davies
Treasurer
Nancy Cook, *Secretary*
Karen Cavanagh
Doug Fannon
Gary Lavelle

The Permanent Town Building Committee (PTBC) spent a busy year in 2010 as the construction of the Cameron Senior Center and the Town Hall Addition and Renovation Projects were completed. Voters at the Annual Town Meeting in May 2009 approved spending approximately $7.7M to complete the construction of both projects. The projects were bid in 2009 and the successful bidder on both was L.D. Russo Construction of Harvard, MA. Construction of the Senior Center project began in June 2009 and Town Hall construction began in November 2009. The committee also assisted the J.V. Fletcher Library in the renovation of the rear entrance to their building. A new covered entry, plus replacement of the glass entrance was completed in early 2010.

Cameron Senior Center

The PTBC and Graham/Meus Architects completed the design of the Senior Center Addition and Renovation early in 2009. The project included the construction of an 8,000 s.f. two story addition to the rear of the building, plus the complete renovation of the original building. The construction contract was awarded to L.D. Russo of Harvard, MA who submitted a bid price of $3,307,539.00. At the Annual Town Meeting on May 9, 2009 voters approved Article 16, which appropriated $4.0M for the construction of the Senior Center Addition and Renovation Project. The project was also eligible to receive $330,000 in Community Preservation Act funds that was used towards replacement of the doors and windows in the existing building, and installation of a fire protection system. The PTBC, Council on Aging, and many other town officials and invited guests attended a Ground Breaking Ceremony on June 11, 2009 to kick off construction of this project. The Senior Center was temporarily located on the ground floor of the United Methodist Church at 10 Church Street in Graniteville during the construction of its new facility.

Front view of completed Senior Center

Construction was substantially completed on schedule in early June 2010. The Senior Center staff moved back into their new facility during the week of June 14th. The staff was excited to see their new offices, the new large multi-purpose room with commercial kitchen, exercise room with fitness equipment, plus several other rooms for crafts, computers, billiards, and a library. The entire community celebrated the grand re-opening on September 19, 2010. Over 300 guests, staff, town and state officials celebrated the reopening of this building. The final cost of the project was just under $4.0M.

Town Hall

The Town Hall was closed in December 2007 due to concerns with the structural support system for the building. In 2009, the PTBC and the architectural firm Kang Associates completed the final design of the addition and renovation to the building. The project included a 3,100 s.f. two story addition to the rear of the building and a 1,100 s.f. archival records center to the west (between the police station and Town Hall). The design includes a complete renovation of the existing building to incorporate construction of new offices for all

View from Main Street of renovated Town Hall

departments which previously resided in the building. The new Town Hall is fully handicap accessible including the new main entrance and elevator. A new large meeting room was constructed on the second floor of the addition complete with state of the art audio/visual equipment. The PTBC worked closely with Westford Community Access Television and the Information Technology Dept. to install video cameras, microphones, flat screen televisions, and an LCD projector for broadcasting public meetings to the local cable TV channel. The committee also hired a historical preservation consultant to conduct a study on the exterior colors of the building. Based on the results of the study, the committee recommended changing the exterior colors of the building to a historical gray for the siding, white trim, and dark green shutters. This color scheme was consistent with the colors of the building around the early 1900's.

New rear addition and main entrance

The Annual Town Meeting in May 2009 approved $3.7M for the construction of the Town Hall Addition and Renovation Project. Financing for the project was aided by $2,325,000 in Community Preservation Act funds as the project was preserving a historic building and providing archival storage of town records. The construction contract was also awarded to L.D. Russo of Harvard, MA, who submitted a bid of $2,705,510.00. Construction began in early November, 2009, and immediately encountered difficult ledge conditions during excavation for the foundation of the new building addition. The building's structural support system was also found to be in worse condition than originally expected. These issues along with many other items increased the overall cost of the project. Due to concerns about the increased costs, the PTBC requested an additional $104,000 at Town Meeting in October 2010 to complete the project. The project was substantially completed in December 2010 and town staff moved back to their new offices during the week of December 20th.

Meetings

Our meetings are generally held every other Wednesday at 6:30 p.m. Information about our committee and our meetings can be found on our webpage at www.westfordma.gov.

Planning Board

The Planning Board consists of five members. Planning Board members are elected and serve 5-year terms.

Michael Green
Chair
Frederick Palmer
Vice Chair
Dennis Galvin
Kevin Borselli
Katherine Hollister

At the May 4, 2010 Annual Town Election, Dennis Galvin was re-elected to a five year term, and former Board member Andrea Peraner-Sweet was elected to serve on the Board of Selectmen after thirteen (13) years of service on the Planning Board. After consideration of several nominees, the Board, acting with the Board of Selectmen, appointed Katherine Hollister to the vacant seat until the next Town election in 2011.

Defined by Massachusetts General Law the Board has two functions: to establish planning goals and to prepare plans to implement those goals, which take the form of the town's zoning bylaws; and to administer the Subdivision Control Law which establishes the process for development of new roads and new housing. A developer's proposed plans are carefully scrutinized for roadway design, drainage, soil conditions and a host of details related to proper siting. The Board is also designated as the permitting authority for various site plan submittals under the local Zoning Bylaws (Ch. 173).

The Planning Board typically meets on the first and third Monday of each month. Meetings are open to the public.

Staff
Angus Jennings AICP, Director of Land Use Management
Ross Altobelli, Planner
Victoria Johnson, Permitting / Program Assistant

The Planning Department's current staff reflects the active role the Department plays within the community. Planning staff acts as professional advisors to the community and its public officials. Staff members organize and attend meetings, provide technical assistance, offer professional opinions, and guide residents, developers and businesses through the town's various permitting processes. Staff members also offer technical advice and expertise to several boards, committees, and town departments including the Planning Board, Zoning Board of Appeals, Affordable Housing Committee, and other committees as needed. The Planning Department is not a permit granting authority. Its function during the permitting process is to integrate laws, regulations and plans with the town's goals to ensure that the best interests of the town and its residents are served.

The Planning Board is pleased to present this account of the significant events and activities of the Board for 2010.

Applications

The following table is a summary of the number of applications received and their end of year status.

PLANNING BOARD APPLICATION SUMMARY 2010				
Type	**Status**			
	Approved	Denied	Withdrawn	Pending
ADMINISTRATIVE MODIFICATION	1	1	0	0
SITE PLAN	6	0	0	2
SP (MAJOR COMMERCIALPROJECT)	1	0	0	1
SP (WATER RESOURCE PROTECTION DISTRICT)	0	0	0	0
SP (PLANNED COMMERCIAL DEVELOPMENT)	0	0	0	0
SP (WIRELESS COMMUNICATION FACILITY)	0	0	0	0
SUBDIVISION, APPROVAL NOT REQUIRED	7	0	0	0
DEFINITIVE SUBDIVISION	3	0	0	1
SP (COMMON DRIVEWAY)	2	0	0	0
SP (FLEXIBLE DEVELOPMENT)	1	0	0	0
SP (DRIVE THROUGH)	0	0	0	1
SP (OPEN SPACE RESIDENTIAL DEVELOPMENT)	0	0	0	0
SP (MILL CONVERSION OVERLAY DISTRICT)	0	0	0	0
PRELIMINARY SUBDIVISION	1	0	0	0
STORMWATER MANAGEMENT PERMIT	3	0	0	2
TOTALS	**25**	**1**	**0**	**17**

Major projects this year included:

Veterans Housing – 173 Carlisle Road
After several months of public hearings, and revisions to the proposed plan, the Board voted to approve the renovation of the existing building at 173 Carlisle Road into 5 units of affordable housing. The development is supported by a vote at the 2010 Annual Town Meeting to provide funding from the Community Preservation Fund, and is co-sponsored by the Westford Housing Authority and CHOICE, a Chelmsford-based not-for-profit.

Proposed Asphalt Plant – 540 Groton Road
After nearly a year of public hearings, analysis and deliberation, the Planning Board voted to deny a proposed hot mix asphalt plant at 540 Groton Road on the basis that the use is not appropriately considered "Light Manufacturing" under the Zoning Bylaws. As 2010 ended, those decisions were under appeal by the applicant.

Laughton Farms – Open Space Residential Development
The Board voted to approve the 26-lot Laughton Farms OSRD. The project will result in construction of 26 single family homes as well as protection of significant open space.

The Board continues to promote the use of the alternatives to standard subdivision development through the use of its open space bylaw and flexible development bylaw. These bylaws offer the Town the opportunity to guide development so as to create subdivisions with increased open space, affordable and over 55 housing and reduced impact on Town services through better site planning.

On January 25, the Board welcomed Angus Jennings, who serves as the town's Director of Land Use Management. The Board would like to thank all of the review Departments, Commissions and Boards for their valued input into projects. The Board expresses thanks to Andrea Peraner-Sweet for her thirteen years of dedicated service, including many when she served as Chair or Vice Chair. The Board would particularly like to thank Ross Altobelli for his service and dedication over the last 5 years as Planning Board Planner. We wish him well in his move with his family to Texas.

POLICE DEPARTMENT

Thomas M. McEnaney, *Chief of Police*
Walter R. Shea, *Deputy Chief*
Joseph A. Roy, *Captain*
Victor Neal, *Captain*

The primary purpose of the Westford Police Department is to provide a high level of safety, security and service for all members of the community. As a regulatory agency of local government, the police department has the direct responsibility for the preservation of the public peace, for the reduction of the opportunity to commit crime, and for the effective delivery of a wide variety of police services. A large suburban society free from crime and disorder remains an unachieved ideal. Nevertheless, consistent with the values of a free society, it is the primary objective of the Westford Police Department to as closely as possible approach that ideal.

The value statement of the Westford Police Department:

- Maintenance of the highest standards of integrity and ethics;
- Excellence and teamwork in the performance of duty;
- Protection of Constitutional Rights;
- Problem solving for continuous improvement;
- Continuous planning for the future; and
- Performing public service and law enforcement tasks so as to provide leadership to the police profession.

Officer Retirement: After thirty-four (34) years of dedicated service, November 1, 2010 marked the final day Officer Michael Jelley reported to duty as a fulltime Westford police officer. Officer Jelley began his Westford police career in 1976. During that time Officer Jelley held numerous positions within the police department such as patrol officer, traffic enforcement officer, defensive tactics instructor, SWAT team member, and the position that we relied upon him for most; twenty-four (24) years as the department armorer and firearms instructor. Officer Jelley's experience, expertise, his attention to safety and detail when handling firearms during tactical situations will be very difficult to replace. Officer Jelley's friendship, his outstanding leadership, and his exemplary behavior will be greatly missed throughout the department. Congratulations to Mike on a long and honorable career, and best of luck to him during his hard-earned and well deserved retirement.

Project Lifesaver Update
In 2008 the Westford Police Department, the Westford Council on Aging, and several Westford residents began work on Project Lifesaver. Project Lifesaver uses state of the art technology in assisting those who care for victims of Alzheimers disease and other related mental dysfunction disorders. These victims include the elderly and the youngest in our community who are afflicted with Down syndrome and autism. A wrist watch sized device worn by the person who has become lost transmits a guidance signal to a receiver monitored by the Police Department. The police are then able to narrow the search pattern based on the transmitted signal. The average time in finding a person fitted with this device is 30 minutes or less from the time police first arrive on the scene. Twelve (12) police officers have completed training in Project Lifesaver tracking and eight (8) more are soon to be trained. Currently there are four (4) clients enrolled in the Police Department's Project Lifesaver Program and it is expected client enrollment will increase. At this time the Westford Police Department is the only police department in Middlesex County to provide this service to its residents. For more information about Project Lifesaver please visit www.projectlifesaver.org or contact Captain Victor Neal at 978-692-2161.

Award: On December 9, 2010 police dispatcher Andrew Sherman was awarded the *September 11th Award* by Middlesex County District Attorney Gerard Leone. The September

11th Award is earned by a member of the Middlesex County State Police CPAC Unit or another first responder in Middlesex County who demonstrates extraordinary courage, bravery and/or selflessness in a way that reminds us of the men and women of law enforcement who were the first to respond on September 11, 2001. The District Attorney selected Andrew for this award because of his professionalism, patience, and perseverance in the handling of a domestic violence call that resulted in swift medical attention for the victim which likely saved a life.

Chief McEnaney, Andrew Sherman, and District Attorney Gerard Leone

Domestic Violence / Family Services Detective
In July of 2010 Chief McEnaney assigned Detective Matthew Furlong to be the police department's domestic violence officer. At a minimum, Detective Furlong's involvement in a typical domestic incident is as follows; after the initial responding officers secure the scene, see to the safety of the victim and any children, and deal with the aggressor, Detective Furlong follows up with the victim by offering support, guidance, and any applicable referrals that may be helpful. During the first 11 months of 2010 the Westford Police Department has responded to 133 domestic related incidents resulting in 30 arrests, and 2 tragic domestic homicides. The hope in creating this new position is to prevent an escalation of violence through early intervention, immediate followup, and access to available family and victim resources. Detective Furlong is also the department's juvenile officer, investigative school liaison, and the elder abuse investigator for the department.

Challenging economic times
During fiscal year 2010 the Westford Police Department administration worked creatively to deliver expanding police services to the community while at the same time not adding any additional police personnel. The number of officers in the Westford Police Department has not changed since the year 2000 and the department has stayed within its appropriated budget. At the end of the fiscal year Personnel Services was 96.1% spent, Expenses 99.3% spent, and Capital 95.4% spent for a department total of 96.4% spent. The department applied for numerous grants and was able to secure $15,500 for bulletproof vests, $39,126 for an E-911 support and incentive grant, $6,968 for an E-911 training grant totaling $61,594 in grant funding for FY10. The department was also able to secure a Bike Helmet Grant which allowed us to distribute 75 bike helmets to residents at no charge.

The Westford Police Department would like to take this opportunity to thank the Board of Selectmen, the Town Manager, the Finance Committee, all department heads, and the residents of Westford who have worked and cooperated with the police department in these challenging times. The members of the Westford Police Department look forward to

continuing this collaborative effort in order to deliver the highest quality of police services possible to the residents of Westford.

Police Statistics – Police Call Log
NOTE: Totals reflect 12 months, December 1, 2009 thru November 30 2010.

9-1-1 Calls-TOTAL	3260		Maintain the Peace	24
9-1-1 Hang up	247		Medical	1143
9-1-1 Non-Emergency	244		Message Delivery	96
9-1-1 Other Jurisdiction	38		Missing Person	10
			Mutual Aid	73
Accident Industrial	1		MV Abandoned	8
Accident MV-Injury	50		MV Disabled	252
Accident MV-No Injury	480		MV Stop	4718
Alarm/Burglar	849		MV Citations Issued	2976
Alarm/Fire	333			
Animal Control Officer Call Out	262		Officer Wanted	595
Animal Cruelty	2		Order Served-Court/Restraining	83
Arrest	138			
Assault & Battery	14		Park and Walk	840
Assault-Simple	28		Property Found	84
			Property Lost	19
Bank Escort	230		Property Take Possession	22
Building Check	2069		Protective Custody	4
Breaking & Entering	57			
Bylaw Violation	81		Radar Assignments	1526
			Repossession	7
Child Abuse/Neglect	17		Restraining Order Violation	20
Commitments	51		Robbery-Armed	2
Counterfeiting	5		Rubbish Disposal	19
Disturbances	295		Safety Hazard	169
Domestic Violence	145		Search Warrant	8
Drug Law Violations	13		Sexual Assault/Adult & Child	14
			Sudden Death	4
Firearm Violations	3		Suicide Attempt	15
Fire MV/Bldg/Brush	124		Surveillance MV	95
Fireworks Violation	8		Surveillance Person	79
Forgery	1		Suspicious MV/Person	468
Funeral Escort	11			
			Telephone Harassment	75
Homicide	2		Traffic Hazard	296
			Transportation/Citizen	110
Identity Theft	83		Trespassing	16
Injury to Property	172			
			Vehicle ID Number (VIN) Check	5
Larceny	106			
Larceny From MV	29		Well Being Checks	248
Larceny MV-Auto	5			
Liquor Law Violations	44			
Lock Out	237			

Police Department Roster 2010

Chief of Police
Thomas McEnaney

Deputy Chief
Walter Shea

Captains

Victor Neal Jr.	Joseph Roy

Lieutenants

Hervey Cote	Ronald Paulauskas
Donald H Pick	Joseph Shields

Sergeants

Mark Chambers	Stephen Keins	Gregory Marchand
Marc Proia		Stephen Timothy

Patrol Officers

Justin Agraz	David Bettencourt	Jonathan Byrne
James Connolly	Michael Croteau	Joseph Eracelo
Matthew Furlong	Brian Gendron	Jon-Allen Haslam
Derek Hartley	Scott Hyder	Michael Jelley
James McCusker	Robert Musto	Daniel O'Donnell Jr
Corey Peladeau	David Silton	Joseph Walker
David Welch		

Special Services

Det. Sgt. David Connell-K9	Det. Sgt. William Luppold, Jr.
Det. David O'Hearn	Det. Christopher Ricard
Det. James Peloquin	Det. Dennis Rogers

Operations Administrator
Timothy Whitcomb

Telecommunicators

Ryan Cobleigh	Erin Haynes	Timothy Hughes
Chrystal Murray	Sherrie O'Donnell	Ashley Piches
	Andrew Sherman	

Office Personnel

Jo Cobleigh	Michelle Wright	Linda Zarzatian

Custodial
Donald Guillmette

Records and Archives Management Committee

Virginia Moore
Chair
Ellen Harde
Pat Louch
Sandy Martinez
Robert Oliphant
Kaari Mai Tari

Is has been a year of preparation and anticipation as the town hall renovations were completed to include an archives center consisting of a 470 sq. ft. vault and adjoining records storage area. Both spaces were fitted with high density shelving from Systematics to maximize storage capacity. The records will be moved from temporary storage at 515 Groton Road to their new quarters in early January of 2011. Chris Lorraine was an attentive landlord during the 2½ year lease, providing a secure, accessible and climate controlled environment, for which the committee is grateful.

A dedicated crew of staff and volunteers worked throughout the year to sort through and prepare the archives for the move. This small crew met weekly to work on a variety of projects.

Marilyn Frank worked with Barbara Murch and Bill Conole to label and pack 147 boxes of Conservation Commission files. Marilyn was also indispensable with her help in coordinating and directing the movers to make sure that every box went to the right place … no small task when you're dealing with *more than 500 boxes!*

Dean Hubbard worked with Barbara Murch and Steve Weinrich to label and pack 110 Planning and 14 Zoning Board of Appeals files. Dean also re-indexed 10 years of planning and zoning files in the Town Clerk's office.

Bob Oliphant worked to organize and repack the Finance department and Human Resources files. Once they were organized, the Finance Department was able to review its records management strategies and found a more efficient way to save proof of earnings records. Town Accountant Alice Ferro was able to mark 150 boxes of records for shredding, which makes a big difference for vault storage. Bob also organized several years of minutes for many town boards and committees.

Town Hall staff took advantage of a records management day in November to organize and purge documents with permission in order to be better prepared for the move in December.

Community Preservation Grant Project Updates

2007 Grant:

- Sandra DeMagestries finished indexing and scanning Planning and Zoning Board of Appeals applications and decisions into the online Document Management System (DMS).
- Joanne Mollier volunteered more than 100 hours to index more than 3,000 sheets of residential building plans that were then microfilmed and scanned for preservation and access.

2009 Grant:

- Sandra DeMagestris indexed and scanned 2,762 burial permits into DMS.
- Munters Corporation dried and cleaned surface dirt and mold from 380 volumes of archives from the 19th and 20th centuries that had been stored in the basement vault at Town Hall before they could be housed with the rest of the town's archives.

2010 Grant:

The Committee successfully applied for a three-year Community Preservation Grant to develop a records management program and Westford-specific retention schedule for town hall departments having to deal with document storage space in their newly renovated offices. The firm Inlook Group was hired to work with departments for that purpose. Grant money will also provide resources to organize and begin scanning these active files.

Recycling Commission

Many of the towns that neighbor Westford are stabilizing waste disposal costs by charging residents fees for any extra trash they put at the curbside. But here in Westford, our Board of Selectmen has partnered with the Recycling Commission to take a different approach.

Andrew Bergamini
Alan Bugos
Kristina Erickson
Ellen Hardc
Joan Keane
Charles Stark
Barbara Theriault

Waste Reduction Program Launched
Early this year, the Commission proposed a proactive, voluntary "Waste Reduction Program" for the town and set a target – to reduce Westford's trash by 10% over the next 12 months.

In April, a town-wide mailing went to residents, asking them to help – to recycle more, to think twice before buying items with excessive packaging that will end up as trash, to find a new home for reusable clothing and household items, and to start composting their vegetable waste.

Municipal Buildings Targeted
While most Westford households have shown a commitment to recycling and trash reduction in recent years, recycling activity at our town buildings, including our schools, needed attention. In March, the Board of Selectmen issued a directive to town facilities to maximize recycling, and the Commission launched programs aimed at supporting that directive.

The Police Department was the first to respond by requesting more recycling containers. Additional 64 gallon "toters" were also placed at the Veterans Memorial Park, Abbot School Field, Jack Walsh Field and American Legion Field in Graniteville.

All nine schools in town increased the amount that they recycle this year. Norman E. Day was the first school to recycle plastic milk bottles from lunches, and soon Nabnasset, Abbot, Crisafulli, Miller and Stony Brook also began milk bottle recycling.

In October, a pilot program began at Crisafulli to compost the food waste from the cafeteria. In less than a week, the 3rd, 4th and 5th graders had the composting down pat, putting their food scraps in one barrel and recyclables in a second barrel, leaving a very small amount of trash. The food is then transported by Dave Sparks of Stony Brook Acres to an organic herb farm in town.

Moving in the Right Direction
Results have been positive. From July through October, Westford sent 155 fewer tons of trash to the incinerator than were sent in those same four months the previous year. Combined with savings from a lower negotiated hauling tonnage fee, this reduction in tonnage means the town realized a savings of over $26,000 during that period. Although not on track to meet the 10% waste reduction goal, the Commission continues to work on programs that have the greatest potential for additional savings.

Other Initiatives
In July, Westford began two new 5-year contracts for waste disposal and recycling - with Acme Waste and Integrated Paper Recyclers. Incineration of the town's waste also transitioned to the Covanta Energy facility in Haverhill, MA.

The Westford Recycling website was moved under the town's domain, and can now be found at www.westfordma.gov/recycling

The Commission purchased 297 64-gallon recycling "toters" and made them available to residents for the cost of $40.

Ongoing Programs Continued in 2010

- Spring Townwide Litter Cleanup Day (TLC) Publicity
- Spring and Fall Brush Chipping at Town Highway Garage
- Fall Document Shredding
- Three E-cycling Events to collect used electronics
- Bi-annual Hazardous Waste Collection Event
- Education Table at Farmers Market on the Common
- Compost Bin Sales and Delivery
- Printing and Mailing annual Recycling Guide
- Westford CAT Programming
- Recycling Hero program
- "Reading Tree" Walk-in Book Recycling Container at Water Department
- Recycling Education for Students and Scouts
- Providing Recycling Toters at Recreational Fields

Other Key Information

- Alan Bugos and Joan Keane joined the Commission in 2010. Lorraine Zambre officially stepped down, though she and her husband Rajan still offer their project support.

- Elizabeth Sawyer continued her leave of absence but stepped up to manage the Fall Hazardous Waste Collection flawlessly. Her husband Mike helped transition the WRC website to the town domain. Thank you, Mike, for your diligent service in managing the recycling website for so many years!

- Thanks also to Jonnie Walker-Rohs for the use of her inspiring artwork on the Recycling Guide and elsewhere.

- The Commission meets the second Thursday of each month from 7 to 9 p.m. at the Roudenbush Community Center. All are welcome.

- Answers to most recycling questions can be found at www.westfordma.gov/recycling

Material Collected through Westford's Recycling Programs and % Increase or Decrease from Previous Year

***2010 Total represents January – November**

Material & Collection Frequency	2010	2009	2008	2007	2006
Glass, Metal and Plastic* Bi-weekly curbside collection	759 Tons -5%	796 Tons -11%	898 Tons +9%	821 Tons +29%	636 Tons +4%
Mixed Paper and Cardboard* Bi-weekly curbside collection	1,402 Tons -5%	1,478 Tons -10%	1,655 Tons -3%	1,701 Tons -7%	1,835 Tons -3%
Used Electronics Three Collection Days	53 Tons +26%	42 Tons -2%	43 Tons +39%	31 Tons -9%	34 Tons +37%
Brush 2 Brush Collection Days	6 Tons 0%	6 Tons -74%	23 Tons +360%	5 Tons -71%	17 Tons
Appliances* Monthly Collection by Atlas Recycling	25 Tons +9%	23 Tons -23%	30 Tons -17%	36 Tons -23%	47 Tons -16%
Waste Oil* Saturday Collection at Westford Center fire station	227 Gal. +125%	101 Gal. -66%	294 Gal. -32%	432 Gal. +9%	395 Gal.
Litter Spring Town-wide Litter Collection Day	1 Ton	1 Ton	1 Ton	1 Ton	

Solid Waste (Trash) Collected in Westford and % Increase or Decrease from Previous Year

Material & Collection Frequency	2010	2009	2008	2007	2006
Solid Waste* Weekly curbside collection	7,548 Tons -1%	7,592 Tons -19%	9,345 Tons +1%	9,287 Tons -2%	9,471 Tons -2%

In 2010 Westford residents responsibly recycled nearly 42 tons of electronics through 3 E-cycling events held in March, June and October. The town departments added to this total by recycling an additional 11 tons of E-goods in October.

Nashoba Valley Technical High School

Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9–12 and also provides post-graduate programs for those between the ages of 18 and 25 years old. Nashoba has earned an impressive reputation for producing community leaders as well as providing community service. With an enrollment of approximately 700 students from seven communities, Nashoba Valley Technical High School offers career preparation in 18 technical programs.

Westford NVTHS School Committee Members

Raymond Riddick
Chair

Joan O'Brien

Mark Desrochers
Alternate

Administration

Dr. Judith L. Klimkiewicz	Superintendent
Ms Denise Pigeon	Principal
Ms Carol Heidenrich	Director of Technology
Ms Melissa LeRay	Director of Student Services
Mr. Matthew Ricard	Dean of Students
Ms Jeanne Savoie	Accounting Manager

Accreditation: New England Association of Schools and Colleges.

Three 12-week trimesters. Eight 45-minute periods set in a block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

The Year in Review

For the 2010-2011 school year Nashoba has, as most other districts, had to tighten our belts while still striving to achieve our district goals. Thanks to our ten year plan that began in 1999-2000 we were able to achieve "all" our facility, technology, and instructional goals with total fiscal responsibility. This year all our classrooms are equipped with direct video, clickers, LCD projectors, web casting capability, smart boards, and finally our front entrance

is complete. This enables every teacher to showcase 21st century teaching skills to all of our students to prepare them for college and career.

We have maintained our focus on being fiscally and environmentally responsible by installing this year our second 100 km solar voltaic unit on our roof to reduce the cost of our electricity in a "green" way. Additionally, we installed on our new student constructed concession stand a solar voltaic unit to provide all heat and electricity. All of these projects were completed at "no cost" to district taxpayers and were fully funded through grants.

Nashoba continues to embrace educational opportunities for our teachers as well by serving as a satellite campus for many local colleges' graduate programs.

As we enter a time of economic uncertainty I can assure you that at Nashoba Valley Technical High School students will still receive a technical education of the highest quality with the most current state-of-the-art equipment.

Dr. Judith L. Klimkiewicz, Superintendent of Schools

Vocational-Technical Programs (Secondary & Post Graduate)

- Auto Collision Repair & Refinishing
- Automotive Technology
- Banking, Marketing & Retail
- Carpentry/Cabinet Making
- Cosmetology
- Culinary Arts
- Dental Assisting
- Design & Visual Communications
- Early Childhood Education
- Electrical Technology
- Electronics/Robotics
- Engineering Technology
- Health Assisting
- Hotel Restaurant Management
- Machine Tool Technology
- Plumbing/Heating
- Programming & Web Development
- TV Media Production/Theatre Arts

Special Academic Programs
Advanced Placement Honors and College Preparatory courses are available in all core subjects. Foreign language, virtual High School and additional educational courses are offered for all four years for all interested students.

Dual Enrollment
Juniors who are eligible and recommended by teachers/administration may elect to enter the Dual Enrollment Program and take courses the junior and senior year at a two- or four-year public college or private institution in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of college credit. Many Nashoba students in recent years have graduated with an Associates degree from college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

Student Activities
Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten high school sports with equal opportunities for both male and female students. Other extracurricular activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, Peer Mediation, Mock Trial Team and many special interest clubs. **No user fees** are imposed on any sport, school sponsored club, or activity.

Continuing & Community Education
More than 700 adult students attended the Continuing Community Education Program in late afternoon and evenings at Nashoba. More information can be found on the NVTHS website.

Community Service Projects

Nashoba is unique in its approach to community service and its relationship to its district towns. Students are expected to go with their instructors to areas of our district to work on community service projects that have been approved and selected for their benefit to the community and the learning of our students. The students perform necessary work for the district towns. The Community Service Project Program educates students in a real world setting and allows the towns the benefit of viewing Nashoba students at work and having a major project completed without expending limited town resources for capital improvement.

100 Littleton Road, Westford, MA 01886 (978) 692-4711 www.nashobatech.net

WESTFORD PUBLIC SCHOOLS

Everett V. Olsen, Jr.
Superintendent of Schools

Westford Public Schools enrolled 5,288 students for the 2009-2010 school year. This enrollment was 37 fewer students than our 2008-2009 enrollment. We are beginning to see a stabilization of enrollments at the earlier grade levels as a result of the decline in the number of in-town births over the last ten years. The number of annual births in recent years appears to be stabilizing in the 145-160 range. The unknown factors impacting future enrollments will continue to be the rate of young families who move to Westford as a result of an excellent school system, and the number of high density residential developments. At the current time over 25% of Westford's population is children of school age.

Prior to the beginning of classes for students, our teaching staff participated in a full-day professional development opportunity with world renowned researcher, author and lecturer Jay McTighe. Jay presented a professional development session on "Understanding by Design". This is a curriculum and planning process designed to take students beyond the acquisition of surface knowledge and factual recall to a level of enduring understanding.

The academic performance of our students continues to be excellent. This is attributed to a highly trained, dedicated staff, excellent students from supportive families, and a rigorous curriculum. Westford's curriculum at all levels is designed to be rigorous and stretch students beyond the minimum state competencies. Our graduating seniors continue to be admitted to many of the finest colleges and universities in the nation. Our students rank in the top 3-10% of all students across the state on the Massachusetts Comprehensive Assessment System (MCAS) in both English Language Arts and Mathematics.

We are indeed proud of the excellent education that we provide to all students in our school system as well as the value that taxpayers receive for their investment in the school system. As previously mentioned, our students rank in the top 3 to 10% of all students in the state in MCAS performance; however our pupil cost, calculated by the Massachusetts Department of Elementary and Secondary Education (DESE) is among the lowest in the state. Only 24 communities out of 351 in Massachusetts spend less per pupil than Westford. Although tax payers receive great value for each tax dollar invested in educating our students, this is a continuing source of great concern. We have not been able to bring the continuous improvement in program and services to our school system that are driven by student needs. The last several years have been some of the most difficult in many years from an economic standpoint. However we cannot allow the excellence of our school system to be compromised and must continue to look for ways to appropriately fund the programs and services needed to address ever-emerging student needs.

Early in the school year a study committee of administrators, curriculum coordinators and teachers was formed to review research about effective teaching practices. The committee will continue to work through the 2010-2011 school year and develop a rubric of indicators of effective instructional practices. Our goal is to develop a consistent and common understanding of the teaching practices that have been shown to be most effective in increasing achievement levels of students.

Our school system was fortunate to have received federal stimulus funds via the American Recovery and Reinvestment Act. These funds were intended to supplement (not supplant) local funding for our school system over two fiscal years. We have utilized these funds to provide needed technology to our classrooms along with education and library materials. Some of the funding has also been used to provide valuable professional development to our staff. In a time of limited local appropriation to the school system, these funds have been very important to our students at all grade levels.

Once again the accomplishments of our students and staff continue to bring significant pride to the school system and the greater Westford community. I have included these many and varied accomplishments with this report. The list of awards and accomplishments grow annually and we are so very proud of our students and staff. The support received from the School Committee, Board of Selectmen, Finance Committee, Town Administration, parents and the entire Westford community is invaluable. A strong partnership and commitment to educational excellence will continue to serve students well and prepare them for a very competitive world they will face in the future.

Westford Public Schools Student and Staff Accomplishments

The accomplishments of our students and staff bring great pride to our school system and the greater Westford community. These accomplishments are a result of an outstanding staff, excellent students, supportive parents, and a community that values quality education. As Superintendent, I take great pleasure in sharing these outstanding accomplishments with you. Thank you for your support!

STUDENTS

- Westford Public Schools' Spring 2009 MCAS scores were in the top 2%-3% of all school systems in the state, in most grade levels tested.

Westford Academy

- The following students competed in the New England Regional Science Bowl placing 5th in the state of Massachusetts: Jade Yang, Captain, Fred Yu, David Zhou, Radhika Akhil, and Theresa Yuan.
- Mock Trial defeated Longmeadow to advance to the Elite Eight for the second straight year.
- DECA - Over 1,000 high school students from all over the state met to compete for a spot at the international DECA conference held this year in Louisville, Kentucky. Out of the 85 Westford Academy students who attended the DECA State Conference, 54 placed in the top 10 of their event with 26 advancing to the next level of competition.
- Eileen Liu was accepted to the National High School Honors Orchestra. She performed with other students from across the country at the American String Teachers National Conference in February.
- The Art Department recognized the following students whose drawings appeared in the 2010 Art Club Calendar: Lizzy Britton, Alice Chan, Katarina Cheng, Heather Denison, Ellen Haynes, Alexis McAuliffe, Lauren Miranda, Sarah Mooiweer, Sabrina Mortensen, Christine Peloquin, Emily Raczelowski, Jen Raichek, Anna Swanson and Irene Yuan.
- Westford Academy exhibited the following student artwork at a show sponsored by Dunstable Artisans: Yasemin Akbaba, Lizzy Britton, Alice Chan, Jordan Dalessio, Rachel DiAngelo, Liza Gosselin, Ellen Haynes, Shannon Malynn, Jennifer Raichek, Ouda Senethavy, Natalie Socha, Darien Stankowski and Irene Yuan.
- Irene Yuan's watercolor painting entitled, "Muta's Walk" was recognized for high achievement in the category of Drawing and Graphics at the Dunstable Artisans Student Exhibit.
- Westford Public Schools' Fine Arts Department held its first Chorus and Art Festival at Westford Academy.

- Kylie Niemand and Jen Raichek exhibited two photographs in the juried Boston Globe Scholastic Art Awards High School Photography Exhibit.
- The 2010 Boston Globe Scholastic Art Awards for exemplary artwork were awarded to: Irene Yuan, Lizzy Britton, Alice Chan, Noah Covell, Heather Denison, Stefanie Doucette, Jennifer Raichek, Rachel Roberts, Sindhura Sonnathi, and Hedan Zhang
- Westford Academy National Art Honor Society hosted the first annual Artists for Artists Fundraiser and Gala at the Parish Center for the Arts.
- The Westford Academy Performing Arts Showcase was held at the Westford Academy Performing Arts Center.
- The Theater Collaborative of Westford presented "The Laramie Project - Ten Years Later" (an Epilogue).
- Art students displayed drawings, paintings and photographs at Starbucks in Westford throughout the school year.
- MMEA Eastern Junior District Music Festival - Seventeen students were selected to participate in the Eastern Junior District Music Festival. A competitive pool of 1054 students auditioned while only 514 students were accepted for this prestigious event.
- All-State Music Festival - Westford Academy sent four students to perform in the Massachusetts All-State Festival: Liza LaBossiere, John Bergin, Tien Chen and Justine Young.
- Westford Academy Theater Arts' production of *Chamber Music* was named *Festival Winner* at the Semi Final Round of the 2010 Massachusetts Drama Guild State Festival on Saturday, March 13 and will advance to the State Finals held at the John Hancock in Boston on March 25-27.
    - The entire Chamber Music Cast was named to the All Star Cast earning honors for Excellence in Ensemble Acting. Cast members include: Jennifer Torto, Kristen McCusker, Katie Wright, Tara Hurley, Cassie Gilling, Barbara Morrison, Hannah Caldwell, Teresa Langford, Courtney Ravalese, John Manning, Mark Fingerhut and Craig Sandler.
    - Set Design. Team Members include: Kate Sulka, Jordan Welch, Dan Bubin, Bobby Esposito, and Emily Moler.
    - Greg Alexandropolous was recognized for Excellence in Music Composition for his Original Score and was named to the All Star Cast.
    - Kristen McCusker and John Manning were recognized for Excellence in Acting and named (with a second nomination) to the All Star Cast.

Middle Schools

- Seventeen Blanchard Middle School students competed in the 29th Annual Massachusetts History Day Northeast District Competition, at the Innovation Academy Charter School in Tyngsboro. Five students earned first or second place in their respective categories and have qualified for the statewide competition: Emily Du, Katie Enos, Becca Sheperd, Kelly Bray, Karun Kanan, and Amaan Khimani,
- Blanchard Middle School was recognized as the 2nd Best Middle School in the Northeast region for 2009.
- Blanchard Middle School was one of only two high growth, high performing schools on the 2009 MCAS.

- Rachel's Challenge program led to the link of kindness project and positively impacted the school culture.
- Stony Brook's General Music teacher Holly Johnston was part of the National Science Foundation C-PATH grant with UMass-Lowell allowing students to discover emerging technologies & computational advances in music class.
- Four WEF grants were awarded to Stony Brook teachers including funds for a new project in technical education, a Spanish pen pal project, and a learn to type pilot program with 7th graders.
- The Stony Brook teachers played the Blanchard teachers in basketball and raised over $3000 for the PTO.
- Stony Brook students have actively coordinated fundraisers for Haiti as well as the 8th grade Washington DC trip.
- Students have competed at state level competitions in MathCounts and Geography Bee.

Elementary Schools

- Col. John Robinson School was named a National School of Character for 2009 (1 of 10) and named the only State School of Character for 2009.
- Norman E. Day School Grade Three Math Club finished in top five teams, in the On-line Math League (international competition) with sixty one teams participating. Top Day School scorers were Nishanth Navali, Owen Zhang, and Eshan Satav.
- Norman E. Day School Grade Five Math Club competed in the On-line Math League (international competition); seventy nine teams participated, finishing in first place tie with a perfect score of 180. Top Day School scorers were Andee Song, Amanda Li, and Rohan Shah.
- Two teams of Grade Five students from the Day and Abbot Schools won the Destination Imagination regional tournament and will participate in the state tournament at W.P.I. The members of the team "*Rocking Robo's"* excelled in the technical challenge. A third Day School team finished in second place at the regional competition.
- Norman E. Day School Grade Four Math Club competed in the On-line Math League (international competition); seventy nine teams participated, finishing in top seven teams, with seventy three participating. Top Day School scorers were Justin Huang and Adithya Vellal.
- Norman E. Day School participated in the toy drive titled "For the Love of Erika". Five large boxes of new and unwrapped toys were filled and donated to the House of Hope Shelter in Lowell, MA and some hospitals.
- Seventy-nine Norman E. Day School Grade Five students participated in the Production "Big, Bad Musical".

- Norman E. Day School collected $1,442.50 (to-date) as part of the Pennies for Peace Program and subsequent purchase of school supplies for children in Pakistan and Afghanistan.
- Norman E. Day School was a recipient of a United States flag, flown over Contingency Operating Base-Taji, Iraq on 12/25/09, during a visit by PFC Cory Rufo.
- Norman E. Day School initiated a Speech and Debate Team with seventy-four student participants.
- Abbot School's grade five student, Abraham Beningson, will compete in the State Competition of the National Geographic Bee.
- Multiple staff members at Crisafulli School participated in the Literacy Project at NYU over the summer.
- Crisafulli School's first annual Talent Spotlight raised $1300 for the relief effort in Haiti.
- Fourth grade students in Mrs. Eddy's class at the Crisafulli School participated in Generation Cures, a pilot program with Children's Hospital to teach and empower kids to give back to their communities.
- Crisafulli students participated in the For the Love of Erika Toy Drive collecting 256 toys for needy families in our area.

ATHLETICS

Beginning with the 2009-10 year, Westford Academy is now a Division 1 school for all sports.

- Spring 2009
  - The baseball team won its second consecutive DCL title.
  - Senior Chris Fowler won the MIAA Decathlon championship.
  - Jocelyn Lund-Wilde and Eileen Liu won the MIAA State Doubles title.
  - Baseball, Boys and Girls Tennis, Boys and Girls Lacrosse, and Volleyball all qualified for tournaments with winning seasons.
- Fall 2009
  - The WA Cheerleaders continued their level of excellence winning the DCL championship and the MSSAA Division 1 State Title.
  - Under new head coach, Rich McKenna, the WA football team defeated Acton Boxboro on Thanksgiving Day and won their first outright DCL championship; qualifying for the MIAA.
  - The boys and girls soccer, field hockey, girls' volleyball, and golf teams all had winning seasons and made the MIAA post-season tournaments.
  - It was announced that Westford Academy placed 6th in the prestigious Boston Globe Dalton awards for the 2008-09 year. The rating is for all sports and includes all Division 1 schools in Eastern Massachusetts.
- Winter 2009-10
  - The Girls basketball team finished 18-2 overall and captured their ninth DCL title in the process.
  - The Boys Alpine Ski team won their league title and finished third in the State races.
  - Both Asia Ewing and TJ Jann joined the exclusive 1,000 Point Club this season.
  - Senior Diver Katy Feng finished her four-year career undefeated in the regular season and set both diving records for the school.

STAFF

- A consortium of four towns including Westford began an initiative of professional development, training faculty in Universal Design for Learning. Thirteen faculty members were trained in a week long institute and a second cohort of 20 staff members will be trained this summer.
- K-5 ELA Curriculum Coordinator, Margie Berenson was appointed to the Performance of Elementary and Secondary Education (ESE) Standards Project through the DOE for the 2009-2010 school year.
- Keith Weston, Nabnasset Elementary Wellness teacher was selected to receive the Amelia Riou Award as Adapted Physical Education Teacher of the Year.
- Donna Breen and Karla Pentedemos, Grade 3 and 5 teachers respectively at the Abbot School, were selected to participate in the Teaching American History grant program.
- Jane Anderson and Karla Pentedemos of the Abbot School were selected to participate in the Teachers as Scholars program.
- Lisa Sanderson, Instructional Technology Specialist at the Abbot School, won a MassCUE Initiative Grant for $1000. The grant focuses on co-collaborator Laura Anderson's third grade social studies students at Abbot with the assistance of Library Media Specialist Valerie Loughman.
- Jessica Huizenga, Principal of the Blanchard won a 2009 National ING innovation grant which brought video microscopy to the Middle Level.
- Liz Benstead was named state and region Student Council Advisor of the Year.
- English Language Arts Curriculum Coordinator for grades 6-12, Anita Goldberg, was awarded a grant from the National Endowment for the Humanities Landmarks Program to attend a week-long summer workshop on "Emily Dickinson: Person, Poetry, and Place," hosted by the Emily Dickinson Museum in Amherst, MA.
- AnneMarie Condike, K-12 Mathematics Curriculum Coordinator, has been a member of the Massachusetts Curriculum Framework Revision Panel for two years; a member of the Massachusetts Mathematics Liaison Network responsible for providing state feedback on the Common Core State Standards drafts; and has presented feedback on the latest Common Core State Standards draft to the Massachusetts Board of Education.
- Sean O'Leary, WA Wellness teacher recently worked with the All Sports Boosters Club to enhance the fitness room at WA. A grant was approved that allowed the department to purchase a free motion dual cable nautilus machine.

Special Education

Diane Pelletier
Director of Pupil Services

The Westford Public Schools are fortunate to have exceptionally talented and dedicated special education teachers and support staffs who continuously strive to improve their practices in educating diverse learners. All students have the right to be educated in their district schools. To that end, we continue to build new programs in the Westford Public Schools to accommodate the individual needs of students. By doing so, we provide educationally appropriate programming, increase the capacity of our staff to learn new skills and decrease the number of students placed in costly out-of-district private schools. We commend the efforts of principals and their staffs for their support and commitment to developing these programs in their schools.

Westford Public Schools' special education department supports 560 students with differing abilities or about 10% of the student population. The state average is +16%. Of the 560 students we serve, 32 students are placed in private special education day schools, collaborative classrooms or residential school placements.

Annually, Westford Public Schools special education department receives funding from three Federal grants; P.L. 94-142 (240), Early Education and Care (262). This past year we received funding from the American Reinvestment and Recovery Act (760 and 762). These resources provide funding for two school psychologists, five occupational therapists, one speech/language pathologist, 4 special needs teachers, 12 teaching assistants, 1 reading resource facilitator and 1 behavior specialist. Monies were also used to provide home based and behavioral training services to students with autism spectrum disorder, as well as direct services for students with vision and hearing impairments. These grants provide the resources to provide extensive professional development. The Early Education and Care Grant funded a preschool teaching assistant. These grants are very important to special education programming in the Westford Public Schools. They assist us in providing the mandated services necessary to support students with differing abilities in our district.

For the past two years we have trained 30 staff members in Universal Design for Learning through a nationally known research company, the Center for Applied Special Technology. Universal Design for Learning (UDL) is a framework for designing curricula that enable all individuals to gain knowledge, skills, and enthusiasm for learning. UDL provides rich supports for learning and reduces barriers to the curriculum while maintaining high achievement standards for all.

School Health Services

Westford School Nurses provide direct care, health education, administrative case management, policy and program development, and oversight on behalf of students whose health needs range from routine to serious and complex.

Joan Mitchell, BS, RN, Med
Director of School Nurses

Revised New Definition of School Nursing:
"School Nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, school nurses facilitate positive student response to normal development; promote health and safety, including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy, and learning."

National Association of School Nurses 2010

School nurses responsibilities include:

- first aid, illness assessment, mental/behavioral health support
- collaboration with guidance for the social/emotional needs of students
- individual/classroom health education (i.e. depression/anxiety, sun safety, bullying, hand-washing, bullying, diversity)
- immunization verification
- medication administration
- update and maintenance of school health records
- health education for students, staff, and parents (i.e. grieving process, H1N1)
- management of individual health care plans and emergency plans
- health screening and referrals as mandated by MDPH

Staffing: Each school has a school nurse and Westford Academy has two nurses.

School Nurses have collaborated with teachers, guidance counselors, and social workers to provide psychological and medical updates about students.

Some of the activities include:

- Over 900 students were vaccinated for the seasonal flu and over 600 students for H1N1 at their schools.
- Epi-pen training for staff at all schools and Westford bus drivers
- Medical updates as needed (H1N1, and any other updates/information the nurse feels the administration should know.)
- Junior student Job Shadow Day
- Senior student from WA interned for 7 weeks at 7 different Westford schools
- Hand washing/cough etiquette classes for grades K-8
- Diabetic care as needed-hourly, daily
- Vigilant lice screenings with constant communication with staff and parents
- Conscious choking class presented to dietary staff
- Asthma in-service classes for all nurses
- The Day School started a WOW (Walking Outside for Wellness) program for students during recess. 75% of the students participated.
- SOS-Signs of Suicide presentation and questionnaire to 7th grade students at Stony Brook Middle School and Blanchard Middle School

Data submitted in June 2010 includes 1456 students with special health care needs.

The following is a partial list of students' physical/developmental conditions as gathered from emergency cards completed by parents during the 2009-2010 school year:

Category	Total Students	
Year	**2009**	**2010**
Allergies:		
Food allergies	221	261
Bee sting allergies	31	22
Latex allergies	7	11
Asthma	500	646
Cardiac conditions	26	22
Diabetes Type I	19	19
Migraine headaches	32	31
Celiac disease	13	13
Seizure Disorder	15	18
ADHA/ADD	166	201
Depression	36	46

Health Screenings Conducted	Total Students	Grades Tested
Hearing	2351	K-3, 7, 10
Height and Weight	3961	K-8, 10
Oral Health*	370	1-6
Postural	2018	5-9
Vision	3148	K- 5, 7, 10

*in collaboration with Westford Board of Health

School nurses work closely with the Westford Board of Health and the staff of Pediatrics West to provide quality health services for students, staff, and families in Westford.

School Nurses:

Westford Academy	Joan Mitchell BS, RN, MEd. (Director of School Nurses) Kathy Bourdeau BSN, RN, CWOCN
Stony Brook	Sue Hanly BSN, RN, NCSN, Julie Marhefka BSN, RN
Blanchard	Laurie Pabreza BSN, RN, Cheryl Carpenter BSN, RN
Day	Linda Lawlor BSN, RN, NCSN
Crisafulli	Sarah Fox BSN, RN
Abbot	Theresa Grassi BSN, RN
Robinson	Carole Kennedy BSN, RN
Miller	Sally Pratt BSN, RN, NCSN
Nabnasset	Barbara Bergin BSN, RN, MEd

Curriculum and Instruction

Lorraine Tacconi-More
Assistant Superintendent of Curriculum and Instruction

The Westford Public Schools offer a variety of learning opportunities that meet and extend the Massachusetts' curriculum mandates. This results in a high quality, rigorous curriculum for the Westford Public Schools. Our MCAS scores in 2010 placed the Westford Public Schools in the top 2% - 7% in the state. Even with these results, we continually look for ways to improve the school district through our work as a professional learning community. Improving the delivery of instruction and focusing our attention on curriculum that challenges students continues to be our mission. Using both current research on instruction and available data from assessments in all disciplines, we concentrate on teaching and learning and offer high quality, sustainable professional development for our staff members.

Curriculum Task Committees involve teachers in the areas of the Fine and Performing Arts, English/Language Arts, Foreign Languages, Health/Wellness, History/Social Science, Mathematics, and Science/Technology Engineering, to examine current curricula, refine common benchmarks at each grade level, upgrade assessments to measure the students' understanding of our end of grade/end of year benchmarks, and promote the goals in our strategic plan.

Developing professional learning communities within the schools is ongoing with principals individualizing components to meet the needs of their schools and their school improvement plans, while focusing on student achievement. This is the sixth year of this important initiative. Moreover, using a new design model for curriculum development, teachers worked throughout the summer to improve upon our content offerings in the areas of technology; fine arts; English Language Arts; foreign language; algebra; statistics; biology; astronomy; social studies; American government; and health education.

The University of Westford continues to provide rigorous, graduate level courses within our school system. This year's offering included courses in brain-based teaching and learning, curriculum revision using the Understanding by Design model, teaching for comprehension and fluency, developmental writing, mentor teacher training, and multiple courses on integrating technology into the curriculum. Our partnership with Simmons College continues with a third cohort of students studying for either a master's degree or a C.A.G.S. (Certificate of Advanced Graduate Study). Our administrative team also attended to their professional growth through the examination of a tiered instruction model for struggling learners (Response to Intervention) and the piloting of a universal design for learning to improve access to the curriculum for all students.

Members of the administration have teamed with representatives from the instructional staff to engage in professional development dealing with the topic of Effective Teaching Practices.

Licensed school librarians (half-time at the elementary level) serve our schools by managing the libraries and working with teachers to promote independent reading habits and develop information literacy skills. This year, librarians see all students in a fixed schedule in grades K-8. Library collections consist of a mix of print and online resources selected to support the various academic subjects and appeal to the interests of diverse readers at each grade level. Library collections have been supplemented with additional resources creating level libraries that have been created to meet the diverse needs of our students. At Westford Academy, students have access to many of the same electronic collections that they will encounter at college. Students and their teachers use technology as a learning tool. Additionally, staff takes advantage of our technology for record keeping, data analysis and communication. Students acquire technology skills through application in curriculum-based activities and projects under the guidance of our integration technology specialists and classroom teachers. Each school's

technology integration specialist provides the ongoing professional development and support required for this type of integration of technology into the curriculum.

The management of Westford Public Schools' technology infrastructure, including technical support, network management, communications applications, and hardware replacement is coordinated with the Town of Westford in order to maximize efficiencies and cost savings. This collaboration between the Town and school system intends to develop an academic server structure that will be cost-effective, scalable, and will best meet teaching and learning needs.

In order to adhere to the state and federal mandates, an Anti-Bullying policy has been developed and supporting curriculum is being delivered to students at all grade levels.

As members of the school community, we appreciate the continued support provided by the townspeople of Westford. We are proud of our school system and fully understand the level of commitment that is necessary from the citizenry. The Office of Curriculum and Instruction extends a sincere thank you to each and every one of you.

Enrollment

	MLN	NAB	ROB	MLR	ABB	DAY	CRIS	STBRK	BMS	WA	TOTAL
Pre-Sch	104										104
PDD K-2		5									5
K		94	98	107							299
PRE-1		11	14								25
1		134	113	140							387
2		135	112	136							383
3					135	142	153				430
4					113	153	134				400
5					121	127	144				392
6								234	190		424
7								231	189		420
8								210	207		417
9										431	431
10										407	407
11										388	388
12										389	389
TOTALS	104	379	337	383	369	422	431	675	586	1615	5301

Facilities and Operations

Kathleen Auth
Director of School Finance

The School Department completed many facilities projects during the 2009 – 2010 school year, with the goal as always being to provide students and staff with a safe, clean, and stimulating learning environment. Many of the summer projects involved regular preventive maintenance for the structural components of the school buildings, such as the elevators, boilers, heating and cooling systems, and kitchen equipment. Fire alarm and intrusion alarm systems were tested and repaired as necessary. The parking lots were restriped, and the custodial staff stripped and waxed all of the floors in the school buildings so that they would shine for the first day of school.

In addition to the regular preventive and corrective maintenance that is done throughout the school system on a regular basis, it is also important to maintain and enhance the learning environment in the buildings wherever possible and to continually address health and safety concerns. This can often be accomplished at little cost. For instance, new library shelving, cabinets, and coat-cubbies were built at several of the elementary schools to provide increased storage and organization. Shelters were built over the entrances to the Integrated Preschool at the Millennium School to provide additional protection from the elements for our youngest students. More costly but still necessary was the replacement of the deteriorating curb in front of the Nabnasset School, which was required to ensure a safe entryway into the building. The ongoing replacement of carpeted flooring with tiles continued, this year focusing on Abbot and the Integrated Preschool. The hard tile surfaces are easier to clean and disinfect, and are more appropriate when limiting the presence of potential allergens is a consideration. At Westford Academy, the floor tiles in the hallway outside the auxiliary gym were replaced, and the entire first floor hallway was repainted. White boards and cork boards were replaced in many classrooms throughout the school system where the existing boards had become unusable, thereby impacting instruction. And energy efficient lighting fixtures were installed in seven schools by taking advantage of a program sponsored by the local electric utility that provided funding for 70% of the cost of the retrofits. The remaining two schools will be retrofitted in FY 2011.

Several larger projects were funded by the School Department's FY 2010 capital appropriation. The exterior doors at the Abbot School were replaced after many years of slow deterioration. Upgraded filtration equipment was installed in the Westford Academy wastewater treatment plant. The upgrade was necessary to enable the plant to stay within the limits of the new discharge permit as required by the Department of Environmental Protection. And the Nabnasset Roof Replacement project got underway with funding for the design stage of the project. The roof itself is scheduled to be replaced in the summer of 2010 using an FY 2011 appropriation.

The custodial and maintenance staff are to be commended for everything they do throughout the year to keep our school buildings in such exceptional condition. Our schools are major hubs of activity in Westford and we can all take great pride in the fact that our students are being so well served.

Abbot and Nabnasset Elementary Schools

Abbot School
Rose Vetere
Principal
Vito Umbro
Assistant Principal
Nabnasset School
Susan DuBois
Principal
Vito Umbro
Assistant Principal

The Abbot and Nabnasset Elementary Schools continue their commitment to provide all students with a strong foundation for lifelong learning. The schools work together to ensure a smooth transition both academically and socially for students moving from second to third grade.

Curriculum and Instruction
In September, the Nabnasset, along with the other K-2 schools in Westford added physical education classes for our kindergarten students. During the year our students learned a variety of skills, games and sportsmanship. The Nabnasset and Abbot schools also added scheduled Technology classes to the weekly schedule. During these scheduled times classroom and technology teachers worked together to collaborate with the teachers to incorporate curriculum content into their lessons. The Everyday Mathematics program is now fully implemented at the Nabnasset School and teachers and students are pleased with the program. Seeing the success and excitement of our monthly Brain Breaks last year, Mr. Weston continued the Breaks this school year. Each year our schools focus our professional development. This year the Nabnasset focused some of their professional development time on working with and understanding the student with emotional and behavioral disorders. Throughout the school year teachers participated in meetings and discussions with professionals to learn strategies to use in their classroom to help each student succeed. The Abbot School focused on developing the writing process and conducted a book group Teachers read *How's It Going?* by Carl Anderson and discussed process of conferencing within the writing process. Another outgrowth of the Abbot School's focus on writing was the development of an after school writing club facilitated by Abbot teachers.

School Advisory Council
Abbot School Members: Parent Representatives: Margo Leipins Pawlak, Karen Alibrandi, Stephanie Grabowski-Devlin: School Representatives: Rose Vetere, Vito Umbro, Jessica Rebilas, Donna Breen, Barbara Menzie.

Nabnasset School Members: Parent Representatives: Kevin Schmidt, Susan Chiasson, Marci Barnes, Kim Schwab; Community Representative: Tatiana Cotter; School Representatives: Susan DuBois, Vito Umbro, Daniella David, Marcia Fraher.

Working with the principals both School Advisory Councils (SAC) met regularly to work toward identifying educational needs of students, reviewing the school's building annual budget and formulating and implementing school improvement plan goals. Each SAC began the school year looking at aligning the Westford Public School Core Values with the building's School Improvement Plan, (SIP) to make a more cohesive and comprehensive plan. Throughout the year, the SAC members discussed and worked on the S.I.P goals. The School Committee approved School Improvement Plans are made available on each school's website. The highlights of the Abbot SIP included a focus on writing instruction, professional development in writing, and addressed issues around bullying as it relates to school climate.

We would also like to express our appreciation to all of the SAC members for volunteering their time and contributions to help build a strong school/community relationship.

Parent/Community Involvement
The Nabnasset and Abbot Schools recognize the importance of a strong relationship with the community. Record number of Nabnasset parent volunteers attended the Volunteer Orientation in September and made a difference throughout the year as they volunteered in a variety of ways. The Nabnasset continued their yearly school wide events with much success,

including the Nabnasset Halloween Parade, Friendship Dance, Grade Level Movie Nights and Spruce-Up Day. Similar events were planned at the Abbot School through the collaboration of the site-based PTO. In addition, the Abbot School sponsored successful Math and Science Family Nights for 3rd and 4th graders, respectively, hosted a beginning of the year PTO coffee for volunteer information, and provided 5th grade parents with a morning coffee with Mr. Cohen, the principal of Stony Brook Middle School.

The Nabnasset School also held a Marathon Walk during each recess period during the months of January through April. Students walked along side of the Nabnasset building while parent volunteers passed out plastic sticks to students to help them track their laps. With the help of Mrs. Greene, the lunch aides and Mr. Palmer the Nabnasset School began to recycle milk containers during each lunch. The students were eager to help the environment and everyone fully participated in this program.

Through funding from the PTO, site coordinators responsible for Enrichment programs provided a wide variety of performers for our students. These programs tied into the grade level curriculum. The Nabnasset and Abbot also welcomed school wide general assemblies. At the Nabnasset, Chinese Acrobats performed a wonderful show involving juggling, comedy, balancing and dance. Students learned about the enormous amount of practice and dedication the performers need to be able to hone and perform their talent. At the Abbot School the students enjoyed a theatrical jazz experience by *The Quartet of Happiness*. The group had the students involved and laughing for the entire performance.

In addition to the general assemblies, each grade level is provided with a variety of content-related specific programs. The Nabnasset and Abbot Schools appreciated the Westford PTO for the wonderful Conference Night dinners and Staff Appreciation luncheons.

Student Leadership and Recognition

Each year the students at the Nabnasset and Abbot Schools participate in a variety of compassion projects to help make a difference in their town, state, national and world communities. This year the Nabnasset and Abbot continued their work with many of the same compassion projects, Pennies for Patients, Food Drives, and Coats for Kids and Trick-or-Treat for UNICEF. To help the environment, Ms. Guild's class of Abbot 4th graders began to recycle milk containers in their classroom and during the course of the school year implemented their classroom project as a school-based program. Working with Mr. Emanouil, the students created a plan to collect empty milk containers during lunch and have them recycled. Mrs. Hurst, one of our Principal Aides, coordinated weekly recycling. As a result of her efforts and the efforts of the Recycling Team Abbot students saved 96 trees, 2,162 gallons of oil, and 39,830 gallons of water.

Conclusion

"Shaping the future one child at a time." Following the Westford Public School motto the Nabnasset and Abbot Schools will continue to work together with parents and community members to create a safe enriching learning community. We look forward to another successful and fun school year.

BLANCHARD MIDDLE SCHOOL

August 2009, Blanchard opened its doors to 583 excited students. Students continue to be organized in 8 teams: Six Blue, Six White, Seven Blue, Seven Red, Eight White, Eight Blue, and Eight Green.

Jessica Huizenga
Principal
Timothy Hislop
Assistant Principal

In sixth grade, students attended five core classes over the course of the week; Language arts, reading math, science, and social studies. Student's days are rounded out by our exploratory foreign language program and integrated arts: art, health, physical education, music and technology education. Seventh and eighth grade students attended four core classes each day, language arts, math, science, health, music, physical education, or technology education.

Our specialized programs continue to service students. In sixth and eighth grade many students benefited from participation in smaller math classes. These classes are smaller and therefore able to proceed at a slower pace while completing the entire curriculum. The Academic Coach works with students on a one to one and small group basis to help improve study skills, catch up students who have been out of school for a protracted time period and provide a setting for successful homework completion. Technology is exploding at Blanchard. With the use of student response clickers, technology integration in science, the use of wiki's and blogs by students and teachers are expanding the capacity of learning in our classrooms. Blanchard will continue to expand technology with the installation of Eno-Smart Boards, and the construction of our new state of the art Video Microscope Lab, which will open for the 2010-2011 school year.

This year our staff was able to attend some wonderful professional development opportunities. 10 staff participated in Critical Friends Coaches training during the summer of '09. Blanchard also attended the National Blue Ribbon Conference in Reading, MA that challenged us to think about how we can better prepare our students for the 21st Century. Critical Friends groups have continued to expand at the Middle School with over 26 participating. The plan is to continue to grow the skills of staff to utilize protocols to look at student work and our practices in deeper, more proactive ways. 8th graders also went on a weeklong trip to Washington D.C. this year. It was a wonderful and historic trip for our students.

Parent/Community Involvement
The 2009/2010 school improvement plan focused on integrating 21st Century Skills to improve academic achievement, building a collaborative culture, increasing student support, enhancing the Blanchard programs by integrating community resources, and enhancing parent connectedness to the school. The School Council members included: parents Suzanne Welch, Stephanie Sullivan, and Jasmine Lombardi. Teachers included: Bill Froberg. Our community representative was Sandra Habe. The school improvement plan was very cohesive and comprehensive. Each member read two books that really challenged our thinking: 21st Century Skills, and The Parents We Mean to Be. These were excellent and anyone with an interest in education should add them to their reading list.

Home-school communication continued with "Wednesday Notice Day," and Mrs. Huizenga's Friday news notes, coffee talks with parents, as well as the Connect-Ed system.

A special thanks to the Westford Middle School Parent-Teacher Organization (WMSPTO), which provided multiple enrichment programs for all grade levels and ran the successful magazine fund raising drive to support these activities. Our students truly enjoyed the opportunity to leave the classroom and participate in these assemblies. In addition, the WMSPTO, organized and ran several staff appreciation meals, the eighth grade breakfast, and the eighth grade end-of-year celebration. Thank you to the Sunshine Committee for all of our staff recognitions.

Curriculum and Instruction
Blanchard teachers continued to implement the Westford Public Schools Curriculum Benchmarks, which are based upon the Massachusetts State Curriculum Frameworks. The past year Blanchard School has continued to investigate how a Professional Learning Community functions and zeroed our focus on the four questions of the PLC Construct: What do we want students to know and be able to do, how do we know when they've learned it, what do we do when they haven't, what do we do to extend and enrich when they have? Our new schedule provides more personalized and individualized instruction and services to all of our students. Staff members have engaged in peer observations to further hone their practices.

Conclusion
The Blanchard School Community looks forward to the excitement and challenges that will be presented in the upcoming school year as the school continues to focus on excellence in teaching and learning and contributing to the social and emotional development of our students.

We are proud of the hard work of our students and staff and take great pride in their accomplishments.

JOHN A. CRISAFULLI AND COLONEL JOHN ROBINSON ELEMENTARY SCHOOLS

John A. Crisafulli School
Julie Vincentsen
Principal

Sharon Kennelly
Assistant Principal

Colonel John Robinson Elementary School
Denise Arvidson
Principal

Sharon Kenelly
Assistant Principal

The Crisafulli and the Robinson Elementary schools have continued to build their community and educational partnership during the school year. The Crisafulli and Robinson welcomed several new staff members during the 2009-2010 school year. The schools welcomed several new classroom teachers. The Crisafulli welcomed Julie Vincentsen, as the new building Principal.

The Crisafulli and Robinson students (Pre-1-5) continued to receive one period per week of art, music, and physical education. All Kindergarten students were given a weekly Wellness Class, in addition to their weekly Library class. All students K-5 had the opportunity to participate in library on a weekly basis. They also had many opportunities for research projects integrating library and technology skills

The Crisafulli School entered its eighth year of educating students. The Crisafulli School served 433 students in twenty-one sections of third, fourth, and fifth grades. The Robinson School entered its fortieth year of educating Westford's students. Enrollment at the end of the year was 340 students. The Robinson School educated a total of seventeen kindergarten, pre-first, first, and second grade classes.

Parent/Community Involvement
The Robinson School Advisory Council (SAC) was co-chaired by principal Denise Arvidson and parent Jackie Welham. Parent members included Jen Bruskiewitz, Steven Wojcik, Pasquale Russo and staff members Kim Mannone, Mary Terrio, and Carrie Dumas. Judith Culver served the School Committee Representative and Rose O'Donnell served as the Community Member. The 2010 - 2011 School Improvement Plan was developed by the council and included goals of continued work with a site-based Professional Development Committee to improve student achievement and implementation of an Instructional Support Team model. Goals include continuing to enhance the relationship between our sister school the Crisafulli with expansion of the Book Buddy program and easing the transition from grade two to three. The Robinson SAC offered fall workshops to parents on the topics of Make It/Take It Reading Activities and Math games to support the Everyday Math program. In the spring, a workshop focusing on the award winning, Peace-It Together program was presented to parents by the Peace-It-Together committee.

The Crisafulli School Advisory Council was co-chaired by Julie Vincentsen, Principal, and Jane Moores, 5th grade teacher. Parent representatives included Chaitanya Hiremath, Anna Ward and Angela Waszak. Buffie Dierck and Sara Leef also represented the teachers and Ellen Harde served as the Community Member. The 2009-2010 School Improvement was the focus of their work at the onset of the year and included goals of enhancing student achievement in all academic areas, assessing the home-school connection through a needs-assessment, enhancing the transitions from Robinson and to Blanchard and working to create an updated code of conduct. During the latter part of the school year this group focused on creating the needs-assessment for the parent community, administering that instrument and collecting the data.

There was a continued effort focusing on a smooth transition from grade two to grade three. The grade two and grade three students participated in a Letter Writing project and met their

buddies on move-up day. During move-up day the grade two staff met with the grade three staff to discuss curriculum and instruction. In addition, several Robinson/Crisafulli family events were held, Robifulli Bingo in November, and the Living Lab Gala in June. The community events were well attended and enjoyed by all.

The Robinson School was recognized as a National School of Character and a team of teachers, along with Denise Arvidson, Principal, attended the National School of Character Conference in Washington, DC. Due to this recognition the Peace-It-Together team members conducted a University of Westford Course entitled. Peace-It-Together Building Character and Community. The course was attended by twenty-two educators from four school districts.

The PTO continued to provide a variety of enrichment programs for our students. They are able to sponsor the programs through their fundraising efforts. The students enjoyed programs that enriched the Massachusetts Curriculum Frameworks, as well as the Westford Public Schools benchmarks. Some of the programs at Crisafulli and Robinson included Michelle's Menagerie, New England Aquarium Outreach, Rhythm Kids, Helen Keller, David Coffin, Techsplorations, Ball in the House, Day in Ghana, Chinese Acrobats, and Wingmasters. The teachers and staff were appreciative of the Conference Night dinners and the Teacher Appreciation luncheons that were provided.

As always, we appreciated all the parent volunteers who served in a variety of capacities as classroom helpers, library volunteers, party coordinators and field trip chaperones. The schools also had the opportunity to host senior volunteers through Community Teamwork and several groups of high school students from Westford Academy. Both schools hosted Westford Academy seniors as part of the Senior Internship Program for high school seniors interested in pursuing a career in education.

Student Activities
The Peace-It-Together program continued to be the focus of many school programs and activities. The students participated in several assemblies to become familiar with the "I Care Rules" and common language of the program. All were taught strategies for dealing with conflict through the use of the "Solution Wheel." Staff continued to recognize acts of kindness through the use of "I-care" coupons. Students redeemed these coupons on Fridays with the Principal and Assistant Principal and they enjoyed sharing their kind deeds. An integral part of the Peace-It-Together program involved student participation in compassion projects such as a food drive for local food pantries, hats and mittens numbering in the hundreds were collected, as part of the "Warm Hands, Warm Hearts" program. The Robinson students also participated in a "Senior Smiles" program by making gift bags, which were donated, to the Cameron Senior Center. The Peace-It-Together committee expanded the literature selection to enhance the CARE to Read program, to address the character traits that are incorporated into the curriculum. The group continued to meet monthly to discuss research articles, classroom projects, and current practices.

This year Student Council representatives worked to create a revised code of conduct – "PAWS for Peace". Their goal was to come up with what the students called "a more mature version" of the program used at Robinson. They spent time talking about what they learned through the I-Care program and tried to come up with something that would be a good bridge to Crisafulli. With PAWS for Peace, each day we are asking our community members to 'PAWS' as they come in to school to remember that we strive to be a peaceful community by paying attention to the Power of our words, being Accepting of others, being Willing to help others, and demonstrating Self-control.

The fifth grade chorus, directed by Mrs. Oliver, performed at the spring all- town chorus night, for the school's spring concert, at the Memorial Day program, and at the Robinson. The band, under the direction of Mr. Kaminsky, performed at the Westford Academy during the town-

wide fifth grade concert, and the Memorial Day program. The Strings program, under the direction of Ms. Corwin, performed at community meetings, Robinson School and the Crisafulli Strings Concert at Westford Academy. All three ensembles participated in the fifth grade completion ceremony on the last day of school.

Curriculum and Instruction
The Book Buddy Program was expanded to include three first grade classes and three fourth grade classes to support literacy activities across the grade levels. The Book Buddy team developed a program guide utilizing the lessons shared with the students. The Book Buddies celebrated their year together with a cake ceremony on the Robifulli Trail. The staff will continue to work together to review and revise the scheduling process to provide optimal learning opportunities for all students.

The focus of the yearly Curriculum Expo at Robinson School was on Character Education. All teachers prepared examples of student work with references to the eleven Character Traits outlined from the Character Education Partnership. Each student had a piece of work on display for parents to view during March conferences.

This was the twelfth year of the Reading Recovery program at the Robinson. A Reading Recovery Specialist provided intensive reading instruction to first graders in a one-to-one setting. The Robinson School continues to benefit from the services provided by the Literacy Specialist. The Literacy Specialist provided classroom support working with students in a small group setting and on an individual basis as needed. This was the Reading Services Committee's tenth year. The committee was formed to give input into the student selection and service delivery process.

The pre-first program completed a ninth year at the Robinson School. The program is designed to be a gift of time for children not developmentally ready for the rigors of grade one. Several children participated in the program and are now prepared to meet with success in grade one. The pre-first committee is comprised of kindergarten, reading and grade 1 teachers continued to oversee the program and make recommendations.

Massachusetts Comprehensive Assessment System (MCAS)
Students were tested in Reading and Mathematics in third grade. Fourth graders participated in writing the Long Composition, English Language Arts, and Mathematics. Fifth graders participated in Science and Technology, Mathematics, and Reading. To alleviate stress and test anxiety, the students received pep talks and guidance lessons on doing the best that they can. The staff emphasized that the purpose of testing was to measure the effectiveness of the curriculum and to identify students' level of proficiency. Each day before testing, the students participated in a power walk followed by a low fat, high carbohydrate snack of plain Cheerios. Children were allowed access to water at any time to remain hydrated.

Conclusion
In conclusion, the Crisafulli and Robinson School communities look forward to the many opportunities a new school year brings and will continue to work to strengthen our partnership with each other and the community of Westford.

NORMAN E. DAY SCHOOL

Kevin Regan
Principal
Marie McNamee
Assistant Principal

Overview
Since fall 2009 the school is now sporting a new display case donated by many generous parents. Inside the case are trophies and plaques recognizing the accomplishments of the Destination Imagination team that finished second in the D.I. Globals Competition and accolades from the On-line Math League.

The school professional learning community components that functioned effectively during the year included: School Advisory Council, site-based Professional Development Committee, Crisis Management Team, site-based H1N1 Team, Crisis Response Team, Student Achievement Team, Schedule Development Team, site-based PTO, Sunshine Fund, Exploring Diversity Strategic Planning Team, and Leveled Library Strategic Planning Team.

Curriculum and Instruction
The federally funded Title One program shifted from a focus on Math to reading. This program assisted students in grade three and grade four. Language Arts Coordinator Margie Berenson and Title One Reading Coach Levonne Coughlin developed a summer reading packet provided to all Title One students.

Two other academically-based activities were available to students by invitation only. The MEDAL (Math Education Develops All Learners) Program focused on the development of student Math skills and was offered to students as an extended day opportunity. Morning Math was available to students who worked with the Math Resource Facilitators.

An Enrichment Block was implemented with a fixed three-week rotating schedule. Within each three-week cycle students experienced learning activities in Guidance, Technology, and wellness. Wellness lessons concentrated on students learning health concepts.

Student Activities
Several other opportunities were extended to students throughout the school year. Pupils in grades four and five served on the Student Senate directed by Assistant Principal Marie McNamee. For the first time a Speech and Debate Club was initiated and coordinated by Sudha Mulpur with the support of her son, former Day School student Pranav Mulpur. Math Clubs were organized and implemented for each grade level. The Grade Five Math Club finished in first place in the On-line Math League. Community member Ron Cahill implemented a fall/winter Chess Club and former Day School student Mustafa Buxamusa and parent Anees Buxamusa provided a spring Chess Club for interested students. Other extended day activities included: Ski Club, Book Club, Grade Five Chorus, and the Newspaper Club. The Grade Five Play "Big, Bad Musical", including seventy-nine students was directed by Mrs. Tina Marcouillier to the delight of five various audiences. The school-wide Field Day, coordinated by Wellness Teacher Ms. Erin Claycomb, had an Olympic theme, with former United States Olympian Jim Herberich serving as guest speaker at the opening ceremony.

Reading Specialist Karen Pervier designed and coordinated two reading incentive programs. One of the programs was affiliated with Applebee's and the other with Kimball Farms. These two local businesses provided incentives for student participants. The STAR Reader Program was supported by the Westford PTO with many students participating and raffle winners receiving book prizes.

School Advisory Council
During the school year the following individuals served on the School Advisory Council: parents Nancy McGinty, David Hill, Elaine Scaramuzzo, Lori Ditto, staff Amanda Daigle, Barbara Cope, Amanda Hall, Kevin Regan, and community member Susan Yetten. Their

insight and suggestions regarding issues relative to the school was invaluable. Monthly meetings were conducted with discussion focused on the needs of Day School students and several topics pertinent to the school community.

Parent/Teacher Organization
Members of the site-based P.T.O. were Karla Ferrini, Judi Morrison, Marie McNamee, Lisa Gonsalves, Gina Cargiuolo, Beth Poirier, Patti Ragusa, Danielle Lorette, Brenda Tobin, and Kevin Regan. Two fundraisers were designed and implemented to raise funds for teacher Responsive Classroom training. Parents volunteered in multiple areas that included: Math Clubs, Speech & Debate Club, Grade Three Orientation Program, library volunteers, classroom volunteers, field trip chaperones, School Advisory Council, Field Day, Grade Five Play, Grade Five Environmental Program, teacher candidate Screening Committees, Newspaper Club, Chess Club, Ski Club, Spruce-Up Days, and Walking Outdoors for Wellness (W.O.W. Program).

Professional Development
The site-based Professional Development Committee surveyed educators to identify priorities for staff to enhance their current skills and knowledge base. Staff spent time participating in how best to conference with children on student writing responses. Moving forward staff will receive orientation and extensive training on the optimal use of the leveled reading materials housed in the Leveled Library.

Recognition
Our school participated in the toy drive titled "For the Love of Erika". Five large boxes of new and unwrapped toys were filled by our students, families, and staff, and donated to the House of Hope Shelter in Lowell, MA and some regional hospitals. Our school community was actively involved in the Bella Tucker and Molly Fund compassion projects. A total of $1,602 was collected as part of the Pennies For Peace Program and subsequent purchase of school supplies for children in Pakistan and Afghanistan. As part of Field Day students donated money to the Special Olympics.

The following students were recognized for their achievement toward the conclusion of the year:

- Nicholas P. Colgan Memorial Award: Andrew Hartnett
- Jan Nickerson Excellence in Music Award: Andrew Zhang
- Jeannine Haberman Building Community Award: Molly Berrigan
- Mrs. Wanda Hall Grade Three Excellence Award: John Berrigan
- Mrs. Mary-Ellen Reardon Grade Four Excellence Award: Erin Underhill
- Mrs. Susan Yetten Grade Five Excellence Award: Nick Gardner
- Grade Five Principal Awards: Rittika Adhikari and Eric Jacobsen

Future Plans
For the 2010-2011 school year the daily schedule will allocate twenty minutes for all grade level classes to implement Morning Meeting. The Leveled Library, located in the former Teacher Work Room, will serve as a school-wide resource to meet the varied reading abilities of all students.

Rita Edwards Miller Elementary School

S. Jill Mullavey
Principal
Marie McNamee
Assistant Principal

The Rita Edwards Miller School, now in its eighth year of operation, continues to thrive and live its mission of valuing diversity and working together to foster self-esteem, academic persistence, and respect in a safe, nurturing, and creative environment. The Miller School educated 380 students in grades K-2 this school year. As a result of the commitment demonstrated by all stakeholders, efforts toward continuous improvement and the evolvement of a refined identity reflect Miller School's strong and caring membership.

Parent/Community Involvement
The Miller School Advisory Council (S.A.C.) members are committed to student achievement and school excellence. The Council works purposefully to identify the educational needs of the school community, to review the school's annual budget and to formulate a school improvement plan.

Parent Representatives: Mr. Eric Barber-Mingo, Mrs. Jelena Radumilo-Franklin and Mrs. Kristin Cambray
Community Representative: Ms. Carol Sammarco
Teacher/School Representatives: Mrs. Karen Burke and Mrs. Pam Perron

The active involvement of the Miller School families in their child's education and for the school at large is active and vibrant. Parents work collaboratively with teachers, volunteer in classrooms, shelve books in the library, attend parent workshops to learn about the curriculum and how to best support their child at home, adopt-a-site to beautify our grounds, volunteer at book fairs, organize math and science nights, attend poetry and/or author sharing, and perform for families at the school's annual multi-cultural celebration.

Finally, parent/community involvement extends outside of the Miller community. The school reaches out through its willingness to initiate and participate in social compassion projects each year. Gift cards are collected during the holidays and mailed to families of need in Westford. Donations of non-perishables were regularly collected and delivered to the Westford Food Pantry. Pillows were made by the students of the Helping Hands Club and were donated to local nursing homes. An abundance of Chapsticks were collected and mailed to the Pine Street Inn in Boston for the homeless. In addition, Halloween candy was collected and sent to our troops in Afghanistan. The Miller community is proud of its accomplishments and services and proud to be sponsors of the Wish Project of Lowell.

Curriculum and Instruction
The Miller School is committed to professional development, research and best practice for student achievement and pedagogy in all disciplines. The Miller staff has undertaken the Responsive Classroom approach to elementary teaching that emphasizes social, emotional, and academic growth in a strong and safe school community and continues to strengthen this purposeful teaching.

This year, a character education curriculum was developed and integrated during library time and monthly community meetings. Carefully selected topics and supporting literature complemented our character education work. Miller students were provided opportunities to discuss relevant topics and to reflect on their own experiences to authenticate the traits of good citizenship. Our school community will continue to expand the development of our character education curriculum and to take a proactive stance against bullying.

Technology integration continues to be strengthened across domains. Many Miller teachers have designed interactive classroom websites. These web pages are full of classroom news and activities including but not limited to homework, suggested readings, showcased student work, and parent tips. In addition, Miller School purchased state of the art technology with Aver Media's Document Camera, helping teachers bring lessons to life for your children. First and second grade teachers piloted *Raz-Kids* (an online leveled reading library with interactive Ebooks), where students can improve their reading skills by listening for modeled fluency, reading for practice, recording their reading, and checking comprehension with quizzes, and *Reading A-Z* (an online leveled reading library that offers thousands of printable materials to teach leveled reading, phonemic awareness, reading comprehension, reading fluency, alphabet, and vocabulary). The teaching resources include professionally developed downloadable leveled books, lesson plans, worksheets, and reading assessments. The Miller School strives to maintain currency in the curriculum and to continue to strengthen the integration of technology in your children's education.

Conclusion

The Miller School is a dynamic learning environment for students and adults, and filled with incredible gifts and talent. Please drop by and see the "wonder of it all"!

STONY BROOK SCHOOL

Peter Cohen
Principal

During the 2009-2010 school year at Stony Brook nearly six hundred and eighty students in grades six, seven, and eight matriculated. On the first day of school, the sixth graders had the opportunity to attend school without the seventh and eighth graders. This first day of middle school along with the wonderful team building activities that the sixth grade teachers prepared for their students allowed our newest students the opportunity to become acclimated to their new school.

The two sixth grade teams were comprised of five teachers. Each of the teachers was responsible for teaching one core subject: mathematics, language arts, reading, social studies, or science. The seventh and eighth grade teams consisted of four teachers with responsibility for providing instruction in mathematics, language arts, social studies, or science. The students in each grade received instruction on their respective teams for about four hours each day, then worked with members of the Integrated Arts Team for ninety minutes. During integrated arts they participated in a variety of age-appropriate programs, including music, art, health, physical education, technology education, and foreign language (French, German, Latin, or Spanish). A new three-part course including Guidance, Research, and Technology was offered to all students.

Curriculum and Instruction
The course of study followed the Massachusetts Curriculum Frameworks. Students were heterogeneously grouped in all subjects with the exception of mathematics. Students in math were placed either in a grade level or accelerated math program based on well-established criteria. Because students' understanding of math concepts occurs at different times during their middle school years, a goal of instruction is to challenge students and provide opportunities to build each child's confidence in math and guide them in developing their mathematical thinking. All 6th graders were taught mathematics using the Everyday Math curriculum materials that was adopted district wide for this year.

Stony Brook was again the recipient of Title One funds, which allowed us to offer additional mathematics support to qualifying students in sixth grade. These students received additional support in their math classes. Our Title I math tutor continued her work here this year, enabling us to provide this consistent and on going math instruction throughout the year.

Looking ahead to the 2010-2011 school year, the 6th grade reading curriculum will be integrated with the 6th grade language arts curriculum as is done successfully at the 7th and 8th grade levels. Additionally, building on the pre-algebra-for-all program in 7th grade, next year we will implement an algebra-for-all math program in the 8th grade.

Assessment
Assessment is an integral part of the learning process at Stony Brook. Teachers used multiple forms of assessment for measuring student achievement. The assessments stretch beyond the traditional pencil-and- paper test to reports, projects and hands-on class presentations. An assessment committee will continue the work of looking at the quantity and quality of the assessment tools used at the middle school level. This will also continue to be discussed by the leadership team.

Teachers also worked to create common assessments for language arts, math, science and social studies. Benchmark tests were given in all subject areas this spring to measure the students' understanding and comprehension of the WPS curricula. All sixth and seventh grade students were given the Benchmark test in mathematics to demonstrate their basic knowledge of math concepts and computation. The results were one factor in their math placement for the next school year.

In the spring all students participated in MCAS testing. Mathematics tests and English/Language Arts tests were administered to sixth, seventh and eighth graders. Seventh graders also completed the long composition exam. Eighth graders were given a science test.

Professional Development
Professional development for the Stony Brook staff included the district wide workshop opportunities as well as some in house activities with an emphasis on building a professional learning community. The professional learning community will continue to be an emphasis for the coming school year. Additionally, our focus at the middle school is on district wide initiatives including the Understanding by Design curriculum development process, developing an effective and systematic Response to Intervention plan and exploring options for Universal Design for Learning accommodations. Many teachers also participated in Critical Friends Groups, which allowed them to discuss teaching and learning with colleagues through the use of protocols.

Parent/ Community Involvement
The Westford Middle School PTO is a highly supportive organization that provides the middle school students with excellent activities and enrichment programs. Authors, concerts, and field trips were planned for the students. Additionally, the PTO operated the school store and coordinated the first annual Stony Brook faculty vs. Blanchard faculty basketball game fundraiser. The Westford Parent Connection and Westford Police Department also worked closely with the school to help us provide information to the community about bullying.

School Advisory Council
The SAC met throughout the year. The advisory council developed a school improvement plan.

Communication
A major emphasis was placed on school communication. Parents received a weekly email from the principal that updated them on Stony Brook happenings. The internet has become the primary method of communication from school to home. In an effort to do our part to save the environment, we have made efforts to become paperless. Paper notices are no longer sent home, but instead posted on the web site.

Westford Academy

James Antonelli
Principal

Adam Goldberg
Assistant Principal

Westford Academy welcomed over 1,600 students and several new staff to our faculty for the 2009-2010 school year. The year was highlighted by many achievements in the area of academics, athletics, and co-curricular activities.

Student performance on the state-mandated MCAS exams continued to place Westford Academy in the top tier of high schools in Massachusetts. Westford Public Schools boasts with outstanding achievement scores in PSAT, SAT, MCAS and in Advanced Placement, while doing so with one of the lowest per pupil expenditures in the State. The class of 2010 had 99% of its graduates successfully pass both the English Language Arts and mathematics tests. The freshman students that took the MCAS biology exam did an outstanding job and were in the top 10% for the state.

I must continue to highlight the fact that Westford Academy was named a 2008 – No Child Left Behind Blue Ribbon School by the United States Department of Education. This award is given to high performing schools that meet (AYP) Adequate Yearly Progress consistently, and have students that perform on State assessments in the 90th percentile. Massachusetts can only nominate up to seven schools. This year only three were nominated and only and only two met AYP, one being Westford Academy. A great accomplishment, one in which our entire community should be proud.

This past fall the New England Association of Schools and Colleges arrived in mid-October for their ten-year visit. Westford Academy performed well and received over thirty commendations. Commendations included a rigorous curriculum with outstanding faculty to a safe and welcoming school environment. Over the next two years the administration and faculty will work closely to review the recommendations and continue our work to make Westford Academy the best in the Commonwealth.

The end of the school year was also a time for saying goodbye to some veteran staff. Robert Conley, our Director of Athletic will retire next fall as of September 1st. Bob has been an outstanding athletic director, sharing his fiscal expertise to make our athletic program second to none. Bob brought integrity and energy to the position and helped us to maintain a revered name in the powerful Division I Dual County League.

Finally, two members of our faculty received their 25-year chair from Westford Academy. Ms. Cathy Coughlin, a graduate of Westford Academy has taught in the math department her entire career. Currently, Cathy is the curriculum coordinator for the math department and also teaches two math classes. In addition, Mr. Larry Guidetti also received his chair for his 25-five years of service to Westford Academy as a guidance counselor. Larry, an avid reader will put his new chair to good use! Congratulations!

MOST WORTHY REPRESENTATIVES

2010 ..... Rose DeMaio, Matthew Moran
2011 ..... Emily Raczelowski, Jeffrey Wheeler
2012 ..... Emily Koerner, Jake Mooney
2013 ..... Nayanika Kotagiri, Austin Santos

SPECIAL AWARDS

U.S. Military Academy Presentation..... John English
National Merit Commended Students ..... Paavan Bhavsar, Kimberly Burk, Cara Burke, Tien Chen, Kelly Craig, John Croteau, John English, Steven Ernst, Theodore Galinsky, Eileen Liu, Lynn McCann, Sophia Mo, Shane O'Neal, Alexander Osgood, Charlotte Parish, Jung Park, Amanda Pease, Adam Pickersgill, Robert Shaffer, Pratik Sinha, Jordan Welch, Darren Yu, Irene Yuan, William Zhao
National Merit Finalists..... Alice Chan, William Cummins, Vlad Firoiu, Calvin Leung, Yunxin Li, Jiashan Liang, Audrey Tiew, Brittany Walker
National Merit Scholarship ..... Alice Chan, Calvin Leung, Yunxin Li, Jiashan Liang, Brittany Walke

Athletics

Fall 2009

- The WA Cheerleaders continued their level of excellence winning the DCL championship and the MSSAA Division 1 State Title.
- Under new head coach, Rich McKenna, the WA football team defeated Acton Boxboro on Thanksgiving Day and won their first outright DCL championship. They qualified for the MIAA playoffs and lost a close game to Gloucester, the eventual State Champion.
- The boys and girls soccer, field hockey, girls volleyball, and golf teams all had winning seasons and made the MIAA post-season tournaments
- It was announced that Westford Academy placed 6th in the prestigious Boston Globe Dalton awards for the 2008-09 year. The rating is for all sports and includes all Division 1 schools in Eastern Massachusetts.

Winter 2009-10

- The Girls basketball team finished 18-2 overall and captured their ninth DCL title in the process.
- The Boys Alpine Ski team won their league title and finished third in the State races.
- Both Asia Ewing and TJ Jann joined the exclusive 1,000 Point Club this season
- Senior Katy Feng finished her four year career undefeated in the regular season and set both diving records for the school.

Spring 2010

- Every team qualified for post-season competition
- Girls Tennis was Co-Champions of the Dual County League
- Girls Tennis captured the MIAA North Sectional and State Championship
- Eileen Liu and Jocelyn Lund-Wilde won the State Girls' Tennis Doubles Championship for the second year in a row.
- Katy Feng and TJ Jann were named Senior Athletes of Year

Theater Arts

2010 Massachusetts High School Drama Guild State Finals Winner
for the WATA Production of *Chamber Music* (State Champions)

All Star Cast Award in Technical Theater: Set Design (Kate Sulka, Daniel Bubin, Emily Moler,
Bobby Esposito, Jordan Welch)
All Star Cast Award in Technical Theater: Costume Design (Liza Gosselin, Carter McAlister, Lizzy Benway, Kari Howe, Lauren Hemingway, Liza LaBossiere)
All Star Cast Award: Excellence in Acting: Katie Wright
All Star Cast Award: Excellence in Acting: Barbara Morrison

2010 MHSDG Semi Final Winner (Chamber Music)
All Star Cast Award in Technical Theater: Set Design (Kate Sulka, Daniel Bubin, Emily Moler, Bobby Esposito, Jordan Welch)
All Star Cast Award in Technical Theater: Costume Design (Liza Gosselin, Carter McAlister, Lizzy Benway, Kari Howe, Lauren Hemingway, Liza LaBossiere)
All Star Cast Award: Excellence in Acting: Jennifer Torto
All Star Cast Award: Excellence in Acting: Kristen McCusker

2010 MHSDG Preliminary Winner (Chamber Music)
All Star Cast Award in Technical Theater: Set Design (Kate Sulka, Daniel Bubin, Emily Moler,
Bobby Esposito, Jordan Welch)
All Star Cast Award: Excellence in Acting: Kristen McCusker
All Star Cast Award: Excellence in Acting: John Manning
All Star Cast Award: Excellence in Ensemble Acting: The Ensemble

Theater at the Mount Awards
For the 2009 Production of *Chicago*
Best Overall Production
Best Lighting
Best Set Design
Best Costumes
Best Choreography
Best Technical Staff
Best Actor: John Manning
Best Actor: Paul Perrone
Best Featured Performer: Caleb Cedrone
Best Featured Performer: Jennifer Torto
Best Orchestra (Under the direction of Ken Culver)

Music
Districts/AllState*
Matthew Higgins
Liza LaBossiere*
Josh Lin
Jerad Lawson

Outstanding Concert Choir - F-Nayanika Kotagiri, So-Sarah Turgeon, J-Karya Bowen Sr-Anastasiya Harkusha
Outstanding Honors Choir - So- Anna Forsyth, J- Rachel Weinstock, Sr-Lisa Ritter
Outstanding Tri-M Senior - Melissa Lovitz
Chopin Award (Outstanding Pianist) - Jerad Lawson
Arion Award (Outstanding Junior-entire music dept) - Chris Kawasaki
Director's Award - Matt Higgins
National Choral Award - Liza LaBossiere
Class of 2009 Senior Awards - Chorus-Katie Wright, Orchestra-Tien Chen, Band-Cindy Li
Graduation Trustee Award in Music: Eileen Liu

Staff /Student Accomplishments Fine and Performing Arts and Wellness

Fine Arts
Staff Accomplishments
Keith Weston, Nabnasset Elementary Wellness teacher was selected to receive the Amelia Riou Award as Adapted Physical Education Teacher of the Year.

Sean O'Leary, WA Wellness teacher, recently worked with the All-Sports Boosters Club to enhance the fitness room at WA. A grant was approved that allowed the department to purchase a free motion dual cable nautilus machine.

Student Accomplishments

Eileen Liu has been accepted to the National High School Honors Orchestra. She will perform with other students from across the country at the American String Teachers national conference in February.

The Art Department is proud to recognize the following students whose drawings will appear in the 2010 Art Club Calendar: Lizzy Britton, Alice Chan, Katarina Cheng, Heather Denison, Ellen Haynes, Alexis McAuliffe, Lauren Miranda, Sarah Mooiweer, Sabrina Mortensen, Christine Peloquin, Emily Raczelowski, Jen Raichek, Anna Swanson and Irene Yuan.

The following students from Westford Academy exhibited their artwork at a show sponsored by Dunstable Artisans: Yasemin Akbaba, Lizzy Britton, Alice Chan, Jordan Dalessio, Rachel DiAngelo, Liza Gosselin, Ellen Haynes, Shannon Malynn, Jennifer Raichek, Ouda Senethavy, Natalie Socha, Darien Stankowski and Irene Yuan.

Irene Yuan's watercolor painting entitled, "Muta's Walk" was recognized for high achievement in the category of Drawing and Graphics at the Dunstable Artisans Student Exhibit. The exhibit was at the Groton Middle School.

Kylie Niemand and Jen Raichek exhibited two photographs in the Boston Globe Scholastic Art Awards High School Photography Exhibit.

On December 18, the Westford Public Schools' Fine Arts Department will be holding its first Chorus and Art Festival at Westford Academy.

The Fine Arts Department is proud to announce the names of students recognized in the 2010 Boston Globe Scholastic Art Awards for exemplary artwork:
Gold Key - Portfolio Entry: Irene Yuan
Gold Key: Lizzy Britton, Alice Chan and Irene Yuan.
Silver Key: Alice Chan
Honorable Mention: Noah Covell, Heather Denison, Stefanie Doucette, Jennifer Raichek, Rachel Roberts, Sindhura Sonnathi, Lizzy Britton and Hedan Zhang

The Westford Academy Performing Arts Showcase was held on November 24th, 7:30 PM, at the Westford Academy Performing Arts Center.

On Monday, October 12, The Theater Collaborative of Westford presented "The Laramie Project - Ten Years Later" (an Epilogue).

Art students displayed drawings, paintings and photographs at Starbucks in Westford. Displays will occur every other month throughout the school year beginning in November.

MMEA Eastern Junior District Music Festival - March 5, 6, 2010: Seventeen students were selected to participate in the Eastern Junior District Music Festival. A competitive pool of 1054 students auditioned while only 514 students were accepted for this prestigious event.

Town-Wide Vocal Night - March 17, 2010, Westford Academy Performing Arts Center:
This event showcases the choral program in grades 5-12 and provides opportunities for individual school performances. The evening culminates with an enormous grand finale piece.

All-State Music Festival - March 18, 19, 20, 2010: Westford Academy is proud to send four students to perform in the Massachusetts All-State Festival. Congratulations to: Liza LaBossiere, John Bergin, Tien Chen and Justine Young.

String Fest - March 6, 2010: The Massachusetts American String Teachers' Association (ASTA) in conjunction with the Massachusetts String Orchestra Association sponsors this event. String teachers Julie Ottesen and Ken Culver along with eight students from grades 3-8 will perform and attend a string trio performance.

Westford Academy Theater Arts' production of Chamber Music was named Festival Winner at the Preliminary Round of the 2010 Massachusetts Drama Guild State Festival.

The entire Chamber Music Cast was named to the All Star Cast earning honors for Excellence in Ensemble Acting. Cast members include: Jennifer Torto, Kristen McCusker, Katie Wright, Tara Hurley, Cassie Gilling, Barbara Morrison, Hannah Caldwell, Teresa Langford, Courtney Ravalese, John Manning, Mark Fingerhut and Craig Sandler.

Members of the Set Design Team were also named to the All Star Cast for Excellence in Technical Theater: Set Design. Team Members include: Kate Sulka, Jordan Welch, Dan Bubin, Bobby Esposito, and Emily Moler.

Greg Alexandropolous was recognized for Excellence in Music Composition for his Original Score and was named to the All Star Cast.

Kristen McCusker and John Manning were recognized for Excellence in Acting and named (with a second nomination) to the All Star Cast.

Westford Academy Theater Arts presents Chicago on November 6, 7, 8, 12, 13, 14 at the Westford Academy Performing Arts Center. Directed by returning visiting director Larry Sousa, this production of Chicago showcases over one hundred of Westford Academy's students.

WA art student, Rachel DiAngelo, nominated to attend Worcester Art Museum Art All State, May 2010.

(Submitted by WA Health teacher Melanie Jozokos) Each semester I am impressed by the work that my Senior Health Seminar students do for a project titled "CHANGE THE WORLD".

Students are just beginning to complete their projects this semester.

One example - senior Jared Leduc is running a campaign to collect aluminum can tabs for Shriner's hospital. The tabs are recycled and the money raised goes to support the hospital.

Other students are doing such things as;

- Volunteering their time to help the elderly
- Volunteering their time to tutor younger students
- Participating in Habitat for Humanity activities
- Volunteering at Soup Kitchens and Halfway houses
- Raising money and donations for various charities

The students have taken the initiative to get their projects on their way and have really run with their ideas. They are doing great things in and around the community. This project has certainly helped to bring Westford Academy's mission statement to life and I am very proud of each and every one of them!

Communication

Communication remains an important component of Westford Academy's mission. Our newsletter was published quarterly and continued to include a Message from the Principal, calendar of events, and department and school-wide highlights. The principal's Friday email provided parents with a snapshot of the events happening around Westford Academy. The Parent Information Exchange (P.I.E.) meetings provided parents with an opportunity to get

information on a number of topics and to have a question and answer period with the principal.

25 Years of Service
At the annual Westford Academy staff recognition reception, Mr. Mark Miller, Audio Visual Technician, was recognized for 25 years of service at Westford Academy.

Westford Academy Trustees
The Westford Academy Trustees continue to support scholarships, programming and technology with their annual financial award of approximately $80,000. Their generous support was distributed through scholarships to graduating seniors, most worthy representatives and excellence awards, National Honor Society senior book. This year the Trustees purchased additional technology for our Computer-on-Wheels, a program called Rachel's Challenge, Lego Robotics for the Science Technology classes and a new sound system to be used at graduation and other ceremonies. The overall gift was for $20,000.

Mr. H. James Kazeniac
Mr. Paul MacMillan
Mr. A. Dana Fletcher
Mrs. Bette Ross Hook
Mr. Geoff Hall
Mr. Joseph F. Lisi Ed.D.
Ms. Ellen Downey Rainville
Honorary Member: Ms. Patricia Bradley

Mr. Lloyd Blanchard
Mr. William Kavanagh
Mrs. Helena A. Crocker
Mrs. Eva Nesmith Brown
Mr. Robert Herrmann
Mr. Ryan Dunn
Mr. William Cody

Emeritus Members:
Mr. Maurice Huckins Jr.
Mrs. Eileen O. Anderson
Mr. E. Kennard Fletcher
Mrs. Barbara H. Parkhurst

Conclusion
Westford Academy is a wonderful academic institution with caring administrators, faculty, and staff. The school community focuses on rigorous academic expectations while fostering an environment that is clean, safe, and focused on a positive school climate.

WESTFORD ACADEMY CLASS OF 2010

Yasemin Sünter Akbaba
Gregory Alexandropoulos
Benjamin James Andrews
Mackenzie Lee Antonelli
Michael Ryan Apicco
Zachary Alan Bailey
Kyle Syrek Basiliere
Duncan Edward Baxter
Alexandra Sara Beanland
Kayla Elizabeth Bearce
Alexander Christian Beaulieu
Taylor Joseph Becker
Stephanie Laura Benowitz
Elizabeth Rachel Benway
Paavan Umesh Bhavsar
Stephen Joseph Bibinski
Craig Francis Birrell
Kelsey Lee Blocker
Candace Victoria Bobryk
Cody William Boswell
Joseph Francis Boughan IV
Colby Alan Boulay
William Roper Boutet
Kurt Joseph Boyd
Alyson Evelyn Boyle
Andrea Jane Bray
Lauren Mary Breault
Katherine Mary Breslin
Lauren Kathleen Brett
Meaghan Elizabeth Brooks
Kimberly Ann Burk
Bethany Suzanne Burke
Cara Cathleen Burke
Caroline Natalia Burke
Brandon Michael Burns
Julia Elizabeth Burns
Tracy Carolyn Caldwell
Paige Marine Calisi
Joseph Andrew Calitri
Garrett Michael Cammarata
Nicole Lynn Cammarata
Daniel Kenton Campbell
Zachary Charles Cardone
Raelyn Carlyle
Alexander Henry Cantin
Lauren Elizabeth Casey
Brandon Alan Casperson
Michael Anthony Caviston
Alice Zhuo-Yu Chan
Nicolette Samantha Chasse
Tien Qiu Chen
Sierra Janine Chew-Chin
Marco Chiang
Nicole Margaret Chick
Chase Shawn Chicoine
Steven Donald Ciavarro
Rachel Mary Claffey
Rebecca Jean Clark
Cameron Robert Close
Jeremy Robert Coates
Brittani Taylor Cogliano
Philip Edward Coleman
Christopher Joseph Connolly
Amanda Gail Connors
Dennis Patrick Courchaine Jr.
Noah Victor Covell
Kelly Ann Craig
John Paul Croteau
Kaitlyn Marie Crowley
Lauren Marie Cruikshank
William James Cummins
Elizabeth Joan Curtis
Sarah Elizabeth Cusson
Jordan Ashley Dalessio
Caroline Connors Darin
Michael Patrick Dee

Stephen Richard DeFina
Lia Tina Dellanno
Rose Elizabeth DeMaio
Joseph Edward Demaras
Edward George Deren
Liam David DeStefanis
Evan John DeTolla
Matthew Curtiss Ditmars
Kimberly Ann Dixon
Callie Anne Dolan
Jenni Lynne Donovan
Morgan Paul Donovan
Leah Mary Doucette
Stefanie Elise Doucette
Sydney Cote Dureault
Keerthana Duvvuri
Maxwell Helser Elliott
Jesse Lynn Emanouil
John Robert English
Steven Thomas Ernst
Elaina Marie Evans
Asia Noelle Ewing
Katherine Rose Feng
Vlad Firoiu
Emma J. Fitch
Alexandra Grace Fitzgerald
Connor Lawrence Flynn
Jenna Lynn Ford
Sean James Frackleton
Danielle Moraira Frampton
Lillian Marilyn Franceschi
Meredith Allison Franceschi
Jeffrey Carl Fredrickson
Michael Eric Fredrickson
Kevin James Gabrielson
Theodore Alexander Maxwell Michaud Galinsky
Matthew Tyler Gallagher
Lauren Elizabeth Gallant
Michael Thomas Ganley
Alicia Marie Gauthier
John Francis Geary III
Stasia Marie Gerardi
Greg Michael Giannone
Jillian Tesia Gill
Cassandra Jane Gilling
Christina Therese Gomes
Jennifer Lee Goodman
Adrienne Emeline Goodwin
Lee Ayn Goodwin
Michael William Gorlin
Elizabeth Jane Florence Gosselin
Danielle Perri Gould
Robert Willis Greene
Hannah Katherine Grischuk
Christopher Matthew Harding
Lorraine Ann Harhen
Anastasiya Oleksandrivna Harkusha
Randall William Robert Harris
Christopher Thomas Hartery
Michael Charles Harvey
Corinne Gisele Haskard
Ellen Elizabeth Haynes
Andrew Joseph Healy
Sarah Kathleen Healy
Melissa Mary Hedeman
Jake Thomas Heilner
Lauren Elizabeth Hemingway
Brian Joseph Hennessey
Thomas Arthur Hess
Cody Nicholas Heusmann
Lauren Ashley Higgins
Matthew MacKay Higgins
Ryan Daniel Hill
Andrew James Hoch
Maria Yvonne Hodgins
Nichole Allison Holman
Adam Scott Holub
Russell Damian Michael Horsey

Ian Barrett Hunter
Michael Patrick Hunter
Tara Elizabeth Hurley
Christopher Richard Hurst
Nathaniel Benjamin Hurst
John Alexander Inman
Ayesha Krishnan Iyer
Terrance David Jann Jr.
Karl Edward Johanson
Allyson Taylor Johnson
Chapin Tait Johnson
Michael Paul Johnson
Cameron Edward Jordan
Jared Alexander Joyce
Kelsey Elizabeth Joyce
Tyler Arek Kalajian
Sanjana Karra
Kyra Lianne Kaster
Lindsay Anne Katkowski
Alexander Dennis Kea
Dana Allen Kelley
Sarah Elise Kempkes
Ann Marie Therese Keyes
Nicole Lynn Kibblehouse
Moriah Jade King
Gavin James Klecak
Brian Robert Kohr
Christopher William Kolek
Joel David Kost
Shane Kevin Kouble
John Robert Kowalczik
Liza Cutts LaBossiere
Jacob Peter Lauer
Andrew Edward Lawson
Carly Ann Learned
Nicholas Fredrick Leary
Jared George Leduc
Hsisuai Elizabeth Lee
Calvin Edward Leung
Erica Lynn Levenbaum
William Artem Levitsky
Jeffrey Francis Lewis
Matthew Anthony Lewis
Yunxin Li
Jiashan Liang
Eileen Beth Liu
Mariah Christina Livernois
Melissa Beth Lovitz
Shannon Linsey Luna
Jocelyn Hanna Lund-Wilde
Christopher Kevin Lynch
David Michael Lynch
Evan Robert Mahan
Mark Vincent Mains
Marissa Anne Malboeuf
Shannon O'Donnell Malynn
Basil Tep Mao
Olivia Mary Marchand
Cara Nicole Marchetti
Michael Lawrence Mardany
Laura Michelle Marinilli
Megan Ann Marrkand
Patrick William Martell
Caroline Jayne Martin
David William Martin
Joshua Barrett Martin
Michelle Nicole Martin
Kirsten Antoinette Mattila
James Michael Mazzola
Kirby Ann McAveeney
Kevin Michael McCall
Lynn Marie McCann
Amanda Marie McCarthy
Sean Patrick McCarthy
Kristen Leigh McCusker
Maura Ann McCusker
Katherine Ellen McEvoy
James Michael McGorty

Sean Patrick McGrath
Conor Michael McKenney
Shaun Joseph McLaughlin
Jonathan Michael McNamara
Ethan Thomas McNiff
Carolyn Mary Meklenburg
Robert Thomas Metcalf
Jason Douglas Meyer
Michael Robert Miceli
Michelle Kimberly Miller
Nicholas James Minnucci
Daniel Roland Mitchell
Sophia Mo
Christian Ryan Mongillo
Matthew John Moran
Barbara Elizabeth Morrison
Andrea Nicole Motyl
Sean Cameron Muir
Andrew Michael Mullins
Ryan Robert Mumford
Rachel Viktoria Munroe
Michael John Murphy
Marissa Michelle Nakashige
Lauren Ashley Napolitana
Jacob Mathew Nappi
Gregory Winston Gray Naugler
Matthew Campbell Newman
Amanda May Ng
Lauren Elizabeth Nicholson
Kylie Niemand
Felix Markus Niermann
Sean Stephen Noran
Andrew John Nowak
Micaela Marie O'Keefe
Shane Foster O'Neal
Lauren Margaret O'Neil
Patricia Caroline O'Neill
Joseph Richard Oberman
Kathleen Lorraine Oram
Alexander Hitchcock Osgood
Katherine Ann Osgood
Andrew Jon Oughton
Michelle Dianne Pacifico
Joseph James Pancotti
Mark Vincent Paradiso
Charlotte Eleni Parish
Jung Man Park
Suzanne Marie Parker
Erin Elizabeth Paugh
Amanda Elizabeth Pease
Angelo Peng
Sydney Gabrielle Perry
Adam David Pickersgill
Nicole Hatice Pickton
Chelsea Ann Polevy
Katelyn Elizabeth Porter
Samantha Marilyn Post
Robert Emmett Powers III
Jennifer Rose Raichek
Nicole Elizabeth Raine
Vinit Rajopadhye
Paul Francis Raneri
Steven Tyler Raneri
Courtney Jean Ravalese
Brittany Michelle Regan
Erin Elizabeth Ricard
Patrick Joseph Richard
Lisa Marie Ritter
Dana Mathew Robbins II
Rachel Elizabeth Roberts
Diana Gloria Roche
Samantha Marie Rondeau
Mildred Althea Roper
Courtney Grace Rorke
Eva Aurelle Rouanet
Katherine Mary Russell
Bridget Deidre Ryan
Alex Peter SanGiovanni

Craig Ryan Sandler
Michael James Sansone
Michelle Anne Santa Lucia
Jan Anthony Santos
Jonathan Matthew Schiavone
Curtis Albert Schmider
Christopher John Segien
Elisabeth Parker Seldon
Ouda Senethavy
Robert Lloyd Shaffer III
Rushil Pankaj Shah
Elia Alexander Shakhnovich
Emma Mary Sheridan
Pratik Sinha
Shannon Marie Smith
Natalie Tonia Socha
Rachel Martha Socolow
C. Thomas George Socorelis
Sindhura Sonnathi
Nathan Park Souza
Nicole Frances Sparks
Alexa Christine St. Martin
Kelsey Marie Stafstrom
Darien Jade Stankowski
Kayla Zhi Steinhauser
Kyle Peter Strazdas
Nicholas Alexander Strombosky
Brett Timothy Sullivan
David William Sullivan Jr.
Casey Erin Sullivan
Kiley Victoria Sullivan
Allan David Surette
Jessica Elizabeth Sutton
Molly MacDuffie Swan
Anna Elisabeth Swanson
Mary Ann Szypko
Christina Siobhan Tavoularis
Karishma Kiran Thakrar
Meera Kiran Thakrar
Emily Katherine Tierney
Audrey Tiew
Harshini Reddy Tippareddy
Jennifer Louise Torto
Michael Scott Townsend
Nicholas Clapton Trani
Cory Tyler Trio
Caroline Anne Turpin
Jennifer Marie Tyner
Evie Laila Uddin
Todd Joseph Veilleux
Kyle Martin Vigeant
Nicholas Joseph Viscione
Brittany Paige Walker
Patrick Jerome Walsh
Grace Alexandra Waterhouse
Bruce Lee Weaver
Helen Claire Webb
Rebecca Lynn Webb
Kayleigh Marie Webert
Kevin Burton Weisenbloom
Daniel James Welch
Jordan Hamilton Welch
John Lawrence Wells Jr.
Alyssa Nicole Whitcomb
Madeline Michel Wilkinson
Neil Nieder Wimberg
Emily Joy Winchester
Philip Drummond Winn III
Andrew Scott Wolfson
Blair WonLok Wong
Logan Elizabeth Woodcome
Ashley Grace Wright
Erica Elizabeth Wright
Katie Hanson Wright
Connor James Wyke
Justine Zi-Yi Yeung
Sarah Ann Yim
Asia Christina Yip

Ansha Yu
Darren Yu
Irene Hsu-Jen Yuan
Adam Robert Zak
Julia Rose Zeidman
Casey Elizabeth Zeoli
William Zhao

Technology Department

2010 was a year of transition for the Westford Technology Department. The Technology Department played a major role concluding several large town-wide projects while balancing its own. The Technology Department welcomed Scott Kinney as the new Systems Administrator. Scott replaced Eric Coraccio who left at the end of 2009. The GIS Department also moved under the Technology Department at the end of 2010 and Chris Coutu was hired as the new GIS Coordinator to start in 2011.

Christopher McClure
Director

Kate Maguire
Operations Administrator

Kevin Murphy
Network (Shared with School)

Tom Laflamme
Database Administrator

Scott Kinney
Systems Administrator

2010 Highlights include:

FBGov Permitting Project
In the fall of 2009, Westford awarded the RFP for a public-private collaboration to Hawkeye Government Solutions and signed a 3-year contract in order to market, sell and support the online permitting system developed by the Westford Technology Department. In 2010, ten other cities and towns in three states purchased Westford's product. These include:

Carlisle, MA
Chelmsford, MA
Hopkington, MA
Ipswich, MA
Littleton, MA
Shrewsbury, MA
Wareham, MA
Cape Elizabeth, ME
Kittery, ME
North Kingstown, RI

Westford held the first FBGov user group meeting at the newly renovated Council on Aging on December 9, 2010. All in attendance look forward to expanding online permitting in their communities in the coming year. Westford is currently bringing in around $50,000 a year in revenue from this project plus the savings and benefits of having its own great online permitting application. Special recognition goes to Tom Laflamme, Database Administrator, for his continued work developing this application. Visit www.fbgov.us for more information.

Cameron Senior Center
The Technology Department provided temporary network connections for the senior center and helped setup computers, phones and fax machines while they were relocated during the Cameron renovations in 2010. The Technology Department worked with the architect and contractor to ensure the renovated building had adequate technology infrastructure. The renovated building was reconnected to town fiber and all computers, phones and faxes operational within 24 hours of moving back into the finished building. The building now also has a computer lab, public FIOS Internet connection with wifi access, and free basic cable TV in several room and security cameras.

Town Hall
The major project this year was completing the renovated Town Hall. The Technology Department worked closely with the architect and contractor to ensure the building had adequate technology infrastructure. The move took place the week of December 20, 2010 and was a success. Computers, phones, printers, copiers and fax machines were connected and working as soon as they were unpacked. The building also now has a new security system and cameras that are tied into the police system.

The main feature of the renovated town hall is the new meeting room. The Technology Department worked closely with Westford Community Access Television to design a state of the art meeting room. The new meeting room features a mounted projector, screen and a secondary monitor for presentations. There is a PA system with ceiling speakers and a master

volume control and a monitor and speaker in the hallway for overflow. Floor boxes accommodate the new gooseneck microphones, power, data and video connections. Westford CAT has a dedicated control room with robotic cameras and feeds that capture the meeting room from all angles. Video can be broadcast live directly from the Town Hall.

The room also features a public wifi FIOS Internet connection that meeting attendees can use and will connect the new iPads in the meeting room to allow board members to access their electronic packets. The Board of Selectmen will be the first to move to electronic packets early in 2011.

Verizon Cell Phone Migration
In the summer of 2010, the Westford Technology Department moved from Sprint/Nextel to Verizon for cell phone service. To prepare for the move, a thorough physical audit of all cell phones was performed along with a detailed plan review. The move provides better overall cell coverage throughout the town, savings on the plans, more features and better management. The town also received a discount on existing public safety modems and was able to add more police and fire vehicles to the mobile network for remote access and live GPS mapping.

More department heads and key personnel were issued smart phones as a result of the move as well expanding mobile access to email, calendars and other critical information. All town cell phones also now have a full directory of town cell numbers making communication especially during emergencies much easer.

New Konica Copier Lease
The town's 5-year copier lease with Canon expired in the summer of 2010, and a new 3-year state contract lease with Konica was signed. For the same monthly cost per machine as the old 5-year lease, the new machines all offer advanced print and copy functions as well as scan to email, fax to email and print to fax. They also offer better automated service and management features and fit into the town's overall plan to reduce the amount of paper used.

Infrastructure Projects
The Technology Department continued to develop its network and server infrastructure in 2010. Nearly all of the servers have been virtualized on VMWare resulting in reduced hardware and energy costs and improved flexibility, management and disaster recovery. The Technology Department also made the first steps toward virtual workstations in the schools and continues to work with the Energy Committee to identify "Green" projects.

In the fall of 2010, the town experienced major issues with the existing storage network, forcing the Technology Department to accelerate its upgrade plans. To keep up with growing space, bandwidth, performance, security and redundancy needs, the Technology Department migrated to Dell's Equallogic storage solution and plans to expand its use in 2011.

The Technology Department continues to manage the school computer capital replacement plan and made changes this year to incorporate increasing virtualization in order to reduce costs and make the plan more sustainable. The Technology Department presented a less than level funded budget to the Finance Committee for FY12 and continues to find ways to do more with less.

In December 2010, the Technology Department replaced the roof on the Technology Center at 1 East Prescott Street and continues to work with the Capital and Facilities committees to review town buildings for future technology capital needs.

Web Projects
The Technology Department continued to maintain an excellent town web site in 2010, winning the Common Cause E-Government Award with distinction for the third year in a row. In addition to constantly updated content, department pages, minutes, agendas, documents, notices, calendar items and great tools like GIS, Permits and the Boards and Committees Database, the town website also offered more web 2.0 features in 2010 like RSS and Twitter feeds. The main town site alone had almost 14.5 million hits and over 600,000 unique sessions in 2010. Visitors downloaded almost 1 terabyte of data in 2010. Visit www.westfordma.gov for more information.

Police Fingerprint System
The Technology Department worked with the Police Department in 2010 to install an electronic fingerprint scanning and printing system that talks directly to the state database in real time and captures, stores and prints high quality finger and palm prints without using messy ink. This system allows identifications and searches that would have taken days or weeks to come back in minutes.

www.westfordma.gov/tech

Town Clerk

Kaari Mai Tari
Town Clerk

Patty Dubey
Assistant Town Clerk

Rita Shipley
Senior Assistant

Marilyn Frank
Dept. Assistant

Registrars

Voting lists were prepared for three elections and two town meetings this year: Special voter registration sessions are held 20 days before an election and 10 days before a Special Town Meeting, usually at the Town Clerk's office. On those days the Town Clerk's office is open until 8:00 PM. The voting precincts in Westford are as follows:

Precinct 1	Abbot School, 25 Depot Street
Precinct 2	Blanchard Middle School, 14 West Street
Precinct 3	Abbot School, 25 Depot Street
Precinct 4	Robinson School, 60 Concord Road
Precinct 5	Stony Brook School, 9 Farmer's Way – at Veterans Memorial Complex
Precinct 6	Rita Edwards Miller School, 1 Mitchell Way – off Russell's Way

The 2010 population in Westford based on census returns and voter activity was 20,814 as of December 31. There were 624 voter registrations processed in 2010, placing the town's voter population at 15,260.

The data provided from census returns is used to update voter information in the state's Central Voter Registry, which is used to generate voter lists for elections and town meetings, as well as being a data source for the Jury List. This data is valuable to many town departments and state agencies for statistical purposes as well. Information regarding residents under the age of 17 is shared only with the School and Police departments.

Election Management

There is an incredible amount of teamwork that goes into running elections. At the polls, a total of 84 election officers work very hard to make the Election Day process an easy one for voters and we are grateful for their tremendous efforts. Police officers help to ensure public safety and provide security for the election process from the ballot box during polling hours to transporting the ballots and voter lists at the end of the night. Voters who have an interest in working at the polls are encouraged to contact the Town Clerk's Office.

We lost two Election Wardens from the ranks this year. George Ricard passed away in July and Edith Vaugh died in December. They will be remembered for their dedication and commitment to the town over the years.

Mary Hill ended her 32 year tenure as an Election Officer and Election Warden, but continues to help with ballot counting, which is very much appreciated!

Voters don't have a chance to see the work that goes into scheduling, setting up and taking down all the booths and any other changes that are needed to accommodate voting at the schools, but we would be lost without them. Richie Crocker, Linda Atton and John Emanouil at Abbot School, Lynda Colby and Rick Menard at Blanchard School, Carol Steele and John Winn at Miller School, Brenda Pelletier, Jayne Locke and Dan Barrett at Robinson School, and Deb Leavis and Rick Harbaum at Stony Brook School along with their coworkers are an integral part of the election day process. Richie Crocker has a wonderful crew and when we see Kurt Franz at 5:00am to pick up ballots for delivery, we know that it will be a good day!

A special thank you to Seth Cohen for developing an online tool, PRESTO Group and Event Manager, that has facilitated election planning and communication with scores of election workers.

Vital Statistics

During the 2010 calendar year, 156 births, 69 marriages, and 145 deaths were recorded and 71 marriage intentions were filed. Details of the deaths are printed elsewhere in this Report.

Eager for her license, Bailey demonstrates proper use of her collar.

Licensing & Permits
Dogs over six months of age must be licensed every year; licenses are based on calendar year. In order to be licensed a current rabies certificate is needed. The cost per license is $15 per dog for all dogs, but owners ages 70 and over do not have to pay to license their dog(s). We licensed 2,448 dogs in 2010. The Town Clerk's office again participated in the annual rabies clinic by licensing dogs on location. Remember that according to town bylaw, if you neglect to license your dog before the end of the grace period (March 31), you must pay a fine of $25 in addition to the dog license fee (seniors are not exempt from this late fee). If your dog has received a rabies vaccination, the Town Clerk's office often receives a copy of it directly from the veterinarian, so you can expect to be contacted by Assistant Town Clerk Patty Dubey about licensing your dog.

The Town Clerk's office, serving as licensing agent for the Division of Fisheries and Wildlife, issued 265 fishing, hunting, and sporting licenses during the calendar year.

A total of 124 business certificates or DBAs were issued in Westford in 2010. Certificates are valid for four years, prompt correspondence from the Assessors office regarding personal property tax on business equipment, and need to be either renewed or dissolved in order to keep our records current. Rita Shipley manages the database and keeps businesses up-to-date with renewal reminders.

Nine raffle & bazaar permits were approved by the Police Chief and issued by the Town Clerk's office. These permits are available only to non-profit organizations that have been active for at least two years and are able to prove that if asked.

Acting as annual licensing officer for the Board of Selectmen, Patty Dubey maintains the files and prepared paperwork for 96 Selectmen's licenses.

Records Management
A total of 633 meetings were held by more than 50 boards and committees whose members are listed in the front of the Town Report. Board and Committee membership is printed in the front of this book and is also viewable online at: westfordma.gov/citizen.

We are fortunate to have had help in the office from Cecile Demers-Gauthier, Dean Hubbard, Barbara Murch and Emily Teller. We greatly appreciate the time and wisdom offered by volunteers throughout the year. Historical knowledge and technical expertise are applied in unique ways on the many filing, database and scanning projects that keep our data organized.

Preservation
Special thanks to members of the Records and Archives Management Committee for their assistance with town archives, which is detailed in their report.

Miscellaneous
The Town Clerk's office accepted 248 passport applications in 2010 that were forwarded to the passport processing center. As commissioners to qualify individuals for certain state offices, the Town Clerk's office staff swore in 45 notaries public.

Town Clerk's office staff also serves as notaries publics, processing 548 notarial acts in 2010.

As the first line of response for public information requests, the Town Clerk's office staff relies on the expertise and assistance of many individuals and departments to whom we are grateful.

Vital Statistics – Deaths
This is a complete listing of deaths in 2010 at time of printing.

Date of Death	Name	Marital Status	Age
11/23/2010	Abrahamson, Robert Manfred	mar-Joyce I. Bellwood	86
6/5/2010	Adams, Harvey R.	wid-Marcia Glynn	72
7/28/2010	Alden, John C.	mar-Louise Masaitis	80
1/18/2010	Anastos, Denise	wid-George N.	84
11/9/2010	Avila, Alice Edna	wid-John A.	82
6/10/2010	Bachman, Walter Scott Jr	mar-jean Gibbons	75
7/18/2010	Bashore, Margaret M.	mar-Frank M	68
5/17/2010	Bernardi, Barbara A.	Mar-Leon T.	79
4/29/2010	Boyd, Bernice D.	mar-Thomas P.	93
4/30/2010	Brazil, Beverly	mar-Robert	68
7/22/2010	Brickett, Helen Victoria	wid-Ernest B.	83
7/21/2010	Browne, Edward Crowninshield	mar-Louisa Garfield	90
4/29/2010	Brownlie, William D.	mar-Mary C. Bradford	77
11/18/2010	Burns, Dorothy E.	wid-Clarance D.	86
8/28/2010	Carpenter, Raymond T.	never married	80
4/30/2010	Castellano, Rita H.	wid-Horace D.	88
5/3/2010	Connell, Robert	wid-Marjorie Smith	84
1/18/2010	Cornell, Eileen	mar-Gary	52
4/3/2010	Costello, Ruth E	wid-Francis	96
10/16/2010	Cote, Ernest Edward	mar-Emily F, Mikenas	80
4/6/2010	Cottle, Patricia B.	wid-Kenneth P.	77
7/19/2010	Csikany, Julianna	div-Sandor	69
6/20/2010	Cunha, David J.	div-Sakun Soeun	63
9/23/2010	Daley, Barbara J.	mar-George I	83
7/8/2010	D'Amour, Simonne Anna	wid-Roland E.	97
7/21/2010	DaSilva, Marjorie	mar-Augusto	86
2/4/2010	Daum, Doris Catherine	wid-Frederick E	92
8/27/2010	Deane, Walter A Jr.	mar-Ethel Foster	87
2/1/2010	DeLuca, Agnes Mary	wid-Joseph M	97
5/30/2010	DeMaio, Helen C.	wid-Stanley	90
12/8/2010	Dillon, Bruce Alan	mar-Diane Clermont	63

Date of Death	Name	Marital Status	Age
12/27/2010	Downey, Doris	wid-Doyle	87
10/20/2010	Duggan, Paul Francis	mar-Charlotte Bohn	71
11/21/2010	Dunn, Dorothy M.	wid-Patrick L.	75
5/31/2010	Dupuis, Ethel	wid- Arthur J	95
6/30/2010	Enos, Katherine Delia	never married	14
4/1/2010	Fischer, Arline Claire	wid-Carl	80
9/30/2010	Fortin, Mark S.	never married	51
1/17/2010	Gallagher, Robert A.	wid-Lorraine M Kelley	75
2/1/2010	Gibbons, Regina	wid-James W.	91
6/19/2010	Gibbs, Peter E, Sr	mar-Rose Naples	69
8/18/2010	Giles, Jeanette M	wid-Lawrence W.	86
9/11/2010	Gleason, Ruth H.	wid-Gerald F.	99
12/31/2010	Goding, Rachel L.	wid-Albert B.	89
12/8/2010	Grant, Ronald A.	mar-Lea Solo	90
12/11/2010	Greaves, Barbara Irene	wid-Albert E.	87
8/10/2010	Gurney, Ellen R.	wid-Robert	94
8/23/2010	Guthrie, Joseph A Jr	div-Jean Hayes	70
5/10/2010	Hale, Helen Patricia	wid-Robert M	78
7/2/2010	Hamel, Janice G.	mar-John J.	67
7/26/2010	Hanson, Edna	never married	88
1/13/2010	Hayward, Joan	mar-Floyd	75
1/29/2010	Holt, Helen D.	wid-Galeard	98
4/11/2010	Hunt, Jennie M.	wid-Ivan M.	92
6/24/2010	Keenan, Charles Franklin Sr.	mar-Barbara Agnatovech	74
1/18/2010	Korkolonis, Mary	wid-Stephen	92
1/17/2010	Kulikowski, Lola Ann	wid-Leonard L.	72
9/27/2010	Lacourse, Raymond Joseph	mar-Rosemary Harris	65
6/13/2010	Lalli, Rena	wid-Pasquale	92
10/31/2010	Lamy,Lucien	mar-Alice Heatcoat	82
5/31/2010	Lantagne, Raymond Paul	wid-Gertrude J Tucker	91
1/11/2010	Leduc, Karen Lee	marr-Frederick	43
2/7/2010	Lee, Ting	wid-Pak On Chan	97
1/18/2010	Lentz, Arthur F.	wid-Edythe Byrne	97
6/24/2010	Leonard, Veronica	div-Paul	74
7/25/2010	Lewis, Doris Rita	wid-Henry F.	79
4/8/2010	Longfellow, Irene A	wid-Clyde E.	100

Date of Death	Name	Marital Status	Age
10/23/2010	Lusk, Dorothy May	wid-Thomas E. Jr	87
8/1/2010	Macres, Jennie G.	div-Victor G.	83
2/1/2010	Marchand, Brian J.	mar-Jody Toney	59
2/1/2010	Marchand, Olivia M.	never married	17
1/6/2010	Marcouiller, Barbara Kathleen	mar-Leonell	78
10/15/2010	Martin, Ann C	div-Alfred W.	76
8/18/2010	Martin, Claire I	wid-Lionel	82
2/17/2010	Matley, Nancy	never married	44
4/29/2010	Mattson, Lita Jean	div-Glen A	54
4/28/2010	Maxfield, Mabel M.	wid-Arthur A.	94
7/3/2010	McCarthy, Dorothy K.	wid-Robert E.	88
11/16/2010	McClure, William	mar-Donna M. Hanson	75
5/10/2010	McConnell, Ruth Matilda	wid-Robert H.	92
9/13/2010	McEnaney, Judith Ann	mar-John P.	59
6/18/2010	McGlinchey, M Katherine	Richard L.	84
9/9/2010	Mehigan, Margaret L.	wid-Edward J	74
8/21/2010	Mills, Alan	mar-Alice Walsh	82
1/28/2010	Minkkinen, Mary Ada	wid-Walter A.	85
11/14/2010	Mizzoni, Robert P.	div-Mary R. Fedele	47
7/11/2010	Mutaf, Jane	mar-Cynthia DeLorge	72
9/22/2010	Nanis, Marshall Richard	mar-Laurie Joslin	72
8/30/2010	Nephew, John F.	wid-Joan	83
1/6/2010	Newton, Robert	wid-Ruth Taylor	97
1/29/2010	Nichols, Richard K.	div-Florence Gerardi	50
12/13/2010	Nickerson, Charles F.	mar-Elaine King	64
8/12/2010	Norton, Therese	wid-Mark H	81
7/4/2010	Nugent, Barry Joseph	mar-Claire Husband	49
6/12/2010	Nugent, Mary	wi-Joseph V.	93
2/28/2010	Nunes, George	wid-Gertrude Woitowicz	86
4/6/2010	O'Donnell, Henry E.	mar-Louise T. Re	80
12/16/2010	Pearson, Gladys P.	wid-Wilfred	101
3/17/2010	Perry, Donald J	never married	69
12/27/2010	Pertschy, Anna	wid-Wendelin	86
3/10/2010	Petrides, Irene	wid-Basil	92
5/30/2010	Piec, Adam Joseph	never married	24
1/20/2010	Podsiadlo, Ronald Thomas	mar-nancy Steates	73

Date of Death	Name	Marital Status	Age
3/3/2010	Prescott, Franklin J.	mar-Betteann Harring	75
7/25/2010	Previte Sr., Peter J	mar-Edith M	90
8/6/2010	Price, Joanne D.	mar-Roger S.	54
10/4/2010	Prober, Esther	wid-Jacob Fass	91
12/12/2010	Pylypowycz, Bronislawa	wid-Michailo	89
7/31/2010	Rajaram, Ramesh	mar-Kalaiselvi Suggiah	35
2/5/2010	Ramsay, William A.	wid-Marion P. Neary	78
7/9/2010	Ricard, George H.	mar-Rita Lafond	78
12/15/2010	Richardson, Anne Marie	Wid-Amasa L	81
12/26/2010	Rodrigues, Elizabeth M.	wid-Arthur	86
3/7/2010	Rose, Allen R.	mar-Cora Picking	72
3/17/2010	Rossi, Helen Rose	wid-Ernest R.	85
10/1/2010	Rowley, John William	mar-Mabel Thomas	80
1/9/2010	Roy, Eugene V.	div-Cheryl Parker	76
5/16/2010	Scott, Charlotte A	div-John R	93
3/17/2010	Segien, Robert	mar-Carlee Andros	87
9/3/2010	Shaw, Doris H.	wid-Walter B	90
6/10/2010	Sheehan, James A.	wid-Marguerite McGarr	89
7/19/2010	Smith, Richard Allen	div-Leah Beckwith	52
1/16/2010	Stewart, Joann	wid-Donald H.	86
9/14/2010	Stewart, Roy Joseph	mar-Anne V. O'Hare	82
12/1/2010	Surprenant, Helen Mary	mar-Henry R. Surprenant	79
12/1/2010	Tao, Xianfan	mar-Enlin Cao	65
4/5/2010	Thompson, Marion C.	wid-Charles L.	83
2/11/2010	Timbrell, Stuart	mar-Ellen Keiser	54
12/15/2010	Tousignant, Roland J.	mar-Loretta Gamache	89
2/17/2010	Trott, Kevin Robert	never married	32
7/9/2010	Tully, Sara	wid-Walter J.	90
6/25/2010	Tuttle, Roger N.	mar-Shirley Perkins	87
8/8/2010	Vasilevsky, Alexander	mar-Robin Fetzer	48
12/1/2010	Vaughn, Edith M.	wid-Wilbert L.	80
8/13/2010	Ward, Alicia Mary	never married	23
12/23/2010	Wells, Harry W.	div-Marie J. Kearns	86
1/3/2010	Whitten, Adrian Charles	mar-Doris R. Burritt	82
8/16/2010	Wilkey, Michael Scott	mar-Michelle L Cooper	41
10/25/2010	Williams, Emily Christine	mar-Richard	65

Date of Death	Name	Marital Status	Age
2/14/2010	Willson, Charles Harvey Jr	div-Sylvia C Howard	77
9/19/2010	Witkos, Anna M	wid-Joseph S.	97
4/30/2010	Woitowicz, Florian	wid-Jeannette Brule	88
4/28/2010	Wokowich, Michael Gregor	never married	89
11/4/2010	Woods, Norrance L	mar-Joan E. Young	80
8/30/2010	Wyman, Horace F. Jr	div-Gail Pierce	71
7/29/2010	Young, Benjamin L.	married - Jacqueline Danby	87
11/23/2010	Zhou, Guan Shi	mar-Zhilan Wang	85
11/14/2010	Ziogas, Christos	wid-Angeline Korbas	90

T.R.E.A.D. Program
(Tax Relief for the Elderly and Disabled)

Suzanne Marchand
Finance Director

Diane Holmes
Board of Assessors

Dorothy Hall
Program Coordinator

Nancy Cook
Timothy Donovan

On May 13, 1997 the Town of Westford voted to accept the provisions of Chapter 60, Section 3D that establishes an elderly and disabled taxation fund.

The purpose of this fund is to assist in defraying the real estate taxes of the elderly over 65 and disabled persons of low income. In Westford the program is administered through the Council on Aging.

TREAD awards vary year to year as the funds are dependent upon the generosity of private individuals and businesses. No Town funds from the fiscal budget are used. Voluntary tax-deductible donations by the taxpayers or other individuals are the sole support of this program. For calendar year 2010, we received 23 applications and 20 individuals were assisted with varying amounts based on the individual's need. Those with the greatest need get first consideration.

Qualifications Requirements of the recipients:

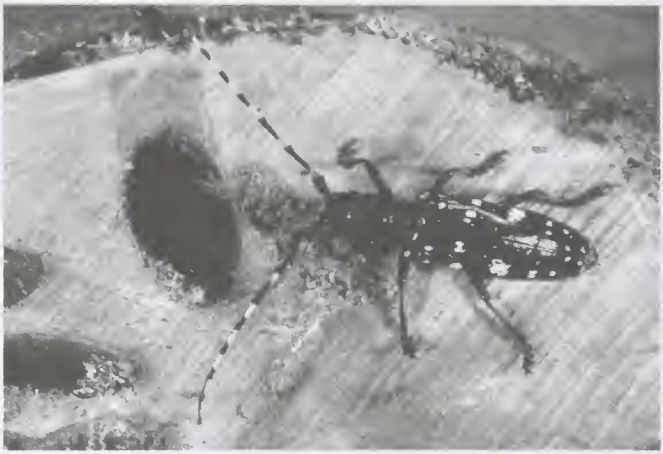
- Must own and occupy the property for which taxes are assessed
- Must be 65+ years old or have a state recognized disability
- Must file completed application disclosing exemptions and household income and expenses for all members age 18+

Applications are reviewed by a committee appointed by the Town Manager and state law determines the make-up of that committee consist of the Finance Director, Suzanne Marchand and a representative from the Board of Assessors, Diane Holmes plus 3 members at large Nancy Cook, Timothy Donovan and Dorothy Hall, Program Coordinator. Donated funds are in the custody of the Town and held in an interest-bearing account specifically designated for TREAD.

TREE WARDEN

Richard J. Barrett
Tree Warden

The shade trees around Town are very resilient as they may continue to endure stresses from the environment. During the past year, the trees have shown recovery from the devastating Ice Storm the Town experienced in 2008. With the help of the Town's Highway Department Crews and dedicated contractors, we have managed to continue to prune trees that were damaged. Also having an impact on our shade trees is Dutch Elm Disease. This disease is the product of a Bark Beetle, introduced to North America from Asia in 1928.



Asian Longhorn Bark Beetle

The Town shade trees have been fortunate thus far, in that the invasion of the Asian Longhorn Bark Beetle has not made its way from the Worcester area as a result of shipping crates. This invasive insect has caused the removal of all the shade trees in parts of Worcester and its neighboring suburbs. Vigilance must be kept so that his insect is not transplanted to the Westford trees.

Sincere thanks go to the Arborist Division of National Grid who provided their assistance with the tree trimming and removal of hazardous trees along one of their main feeder lines coming from the substation on Concord Road, up through the Center, out Depot Street and down Groton Road to the Chelmsford town line. This work performed by National Grid will lessen the likelihood of power outages due to trees coming in contact with this feeder circuit. A well deserved thank you also goes out to the Highway Department Crews for their dedicated work that assists the Tree Warden in its mission to protect the Town trees.

Veterans Services Department

Terry M. Stader
Veterans Service Officer

The Veterans Services Department for the Town of Westford is responsible for insuring that every veteran and their families have access to the benefits they have earned through their loyal service to their country while serving in the military service.

Veterans Services administers services and benefits as outlined in Chapter 115 of the General Laws of Massachusetts. This office also offers burial, job programs and housing assistance, along with food and fuel aid to qualified applicants. We offer assistance to our residents with the various veterans' assistance programs at the local, state and federal level.

This year has seen the retirement of long-time VSO, Paul Murray. Thank you Paul very much for your years of service to the veterans, residents, and their families here in Westford.

While many of the town employees will be moving back to the renovated Town Hall, the Veterans Services office will remain primarily at the Millennium building at 23 Depot Street. Currently walk-in and appointment opportunities are available at both Millennium and the Cameron Senior Center.

Over the past year, this department had two very successful events in our Memorial Day and Veterans Day programs on the Town Common and at our memorials throughout the town. A wonderful program included presentation of Thank You cards to veterans by school children of Westford. A number of speakers spoke of the honor and tradition of military service and a commitment of our community to serve them as they served us. Thank you to all that participated and came to be part of our event, most especially the younger generation who some day may go on to honor their country in their future service.

This department cannot speak highly enough of the many residents who have volunteered to support us this year with their time and effort towards our veterans' holiday programs. Other volunteers are assisting our veteran population in other ways. Local veterans service organizations such as the two American Legion Posts (Posts 159 and 437) and the Disabled American Veterans (Chapter 28) continue to serve their country in their efforts and programs to aid the local veterans. Interested volunteers should not hesitate to contact the Veterans Services office if interested in lending a hand.

VSO Terry Stader encourages residents to follow the Veterans Services webpage found on the Town of Westford web site. Important information about veterans' benefits at local, state and federal level is posted in various formats at this site, to insure that the veteran and his family have access to the most current information. The veterans services website is found at http://westfordma.gov/veterans. Program information is available via many links, along with guides on how to apply. This office will assist veterans with any claims and applications.

The Veterans Services Department has expanded its internet presence this year with a VSO Blog which can be viewed with Twitter and RSS feeds. As we continue to expand this offering, many frequently asked questions and answers will now be found here.

Through the services of our Parks and Recreation Department, flags will be lowered on the Town Common flagpole for events as directed by both federal and state proclamations. A notice posted at the base of the flagpole will indicate the reason for the flag at half-staff. We thank the volunteers who have offered to provide this service to our residents and visitors to the Town Common. Half-staff notifications will be posted electronically on the Town as well as the Westford.com websites.

In 2011, a veteran's registration form insert with the town-wide census (not the same as the US Census taken in 2010). We would appreciate that any veteran will take a moment to complete the form and return it with their census form. The goal is to insure all veterans, young and old, as well as any deceased veteran within the Town of Westford, have been

identified. New programs or benefits important to our veteran population may become available, and we want to be able to disperse information to qualifying residents.

WATER DEPARTMENT

The Westford Water Department employs a staff of 13 to manage and maintain the water system and its resources. The full-time superintendent and a three-member Commission with one alternate are responsible for the Department which is charged by the town to provide safe, high quality, uninterrupted water at a reasonable pressure. The Water Department must also adhere to water quality requirements established by the U.S. EPA and the Massachusetts Department of Environmental Protection (MassDEP). You can visit the Water Department's website at www.westfordma.gov/water for more information.

Robert Worthley
Superintendent

Stephen Cronin
Water Treatment Manager

Mark Warren
Environmental Compliance Manager

Dianne Cloutier
Records Supervisor

Sandra Kane
Administrative Assistant

Additional Water Department Staff includes Paul (Pip) Ricard, Foreman; Wayne Beauregard, Foreman; Chris Macpherson, Licensed Well Specialist; Dave Crocker, Licensed Well Specialist; Rob Daley, Licensed Well Specialist; Scott Harkins, Licensed Well Specialist; Joe Emerson, Licensed Well Specialist. The position of Business Manager is currently vacant.

The Board of Water Commissioners are Hugh C. Maguire, Chair; Elizabeth Denly, Secretary; Leslie A. Thomas, Member; and Carolyn Jerzylo, Alternate. The Board of Water Commissioners meets twice a month, usually on the first and third Wednesday of the month. To have a topic added to the agenda notify the Superintendent by no later than 10:00 am of the Monday preceding the meeting – or at least 48 hours in advance if the meeting is held on another day.

2010 Highlights

2010 saw the addition of new staff to replace recent departures and promotions. Stephen Cronin was hired as Water Treatment Manager, and brings with him extensive experience as former Chief Water Treatment Plant Operator for the town of Hanover. Mark Warren accepted the position of Environmental Compliance Manager in September, and has over 20 years experience in the environmental field.

The Water Department won (for the second consecutive year) a Conservation Award from the MassDEP which recognized the Westford Water Department for its outstanding achievement efforts toward Water Conservation. Additionally, the Department was awarded by the Massachusetts Department of Public Health and the Centers for Disease Control and Prevention (CDC) for its consistent and high quality fluoridation program.

2010 Project Highlights

- Assisted the town with construction of the Nutting Road perchlorate treatment plant
- Worked with Stantec and Dankris Builders to construct the Stepinski public water supply well

Public Outreach
The Water Department continued its public outreach efforts in 2010 which included the biannual newsletter "InFLOWmation", and the annual Consumer Confidence Report which informs the public about water quality issues, pollution prevention and water conservation tips, and Water Department changes. Outreach efforts also included pollution prevention education for fifth graders through the Day School's Living Lab program and the fourth grade groundwater presentation at the Abbot School.

The Rain Garden at the Day School which was completed in 2009 with the help of the Water Department, Stantec, and volunteers is functioning as designed and continues to provide a real-life study tool for the town's fifth graders. The Rain Garden is included as an integral part of the Living Lab program. It serves as an example of how storm drainage systems work and as a snapshot of the area's ecosystem. This fall Living Lab students received a special treat when a rather large hawk landed within twenty feet of the stunned class.

Water Department staff Robert Worthley, Dianne Cloutier, Stephen Cronin, and Dave Crocker participated in the annual Men's Breakfast at the Cameron Senior Center on November 9. This was a great opportunity to participate in a worthy community event, and to socialize with some of our important customers.

Hot and Dry…
This summer many customers were surprised with how high their water consumption was, and felt that they had not changed their water use behavior from last year. It is important to remember that the previous year (2009) was wet and many sprinklers have rain sensors which turn off sprinkler systems when it is damp. In 2010 there was very little rain – in fact this region was under a drought advisory. There were many consecutive days hotter than 90 degrees. Without touching the timers, irrigation systems would have run much more in 2010. In fact, at the end of September, 2010, 107 municipalities had informed the MassDEP that they had instituted outdoor water use restrictions to conserve water. Refer to the "Water Usage At a Glance" section of this report for annual and monthly water usage data. A rather dramatic increase in water usage is clearly observed during the summer months from 2009 to 2010. This can be attributed to the hot and dry conditions experienced in the summer of 2010 (especially when compared to the wet summer of 2009).

It is also important to understand that water meters are extremely accurate, and in all cases actual readings were taken. When the usage is more than 175% of past readings, a report is generated, and as many of the readings as possible are re-checked. When a homeowner calls to question high consumption, the first step the Water Department takes is to verify that the meter reading was checked – and if that house was not previously re-checked – it is re-checked at this time. Additionally, this year the Water Department had the Metering System Specialist from the supplier of the water meters verify that the system was correctly taking in the meter readings. Finally, the billing system is checked to ensure that the water bills are properly calculated.

Conservation is the Key
Although many towns throughout the Commonwealth instituted mandatory water restrictions in 2010, Westford maintained voluntary conservation status. The Water Department promotes conservation, and at the end of April signs were posted throughout the town reminding residents of the odd/even outside watering conservation policy. However, in 2011 the Water Department will implement new mandatory water use restrictions that will be triggered by exceedances of daily water withdrawal rates based on MassDEP permitted limits.

In order to prevent water usage "sticker shock" for 2011 it is a good idea to investigate ways to conserve water now. The Water Department website has several practical water saving tips located through the Water Conservation, WaterSense, and Toilet Leaks links. Additionally, directions on how to read your own meter and check for leaks are included on the Water

Department website. Fixing leaks and eliminating wasteful usage is not only critical in protecting our water supply, but can save money as well.

Employee Spotlight –
Robert Worthley, Superintendent.
Robert (Bob) Worthley was named Superintendent on December 11, 2009 after serving as interim for two months. Bob had worked for the Water Department for the past 7 years as Water Treatment Manager and was instrumental in bringing the new Treatment Facilities online. He also has 16 years prior work experience in the Dedham/Westwood Water District as Water Quality Supervisor. Bob is a C4 licensed drinking water operator and earned a Bachelor of Science degree in Biology from the University of Maine. Throughout his career, Bob has been very active in educating drinking water operators and was the first recipient of the *Harold A. Fletcher Education Award* from MWWA in 2004.

New Employees
Steve Cronin – Water Treatment Manager. Steve comes to Westford with extensive drinking water treatment experience acquired from several years as Chief Water Treatment Plant Operator for the town of Hanover. In addition to his practical experience Steve also brings with him a business degree from St. Anselms College. As Water Treatment Manager. Steve's primary responsibility is management of the town's drinking water treatment facilities in order to provide adequate quantity and quality of drinking water to meet public health and fire protection needs.

Mark Warren – Environmental Compliance Manager.
Mark brings significant regulatory experience gained from over 20 years in the environmental field, including service with commercial environmental testing laboratories and consultants. Mark earned a Bachelors of Science degree from the University of Massachusetts at Amherst. As Environmental Compliance Manager, Mark is responsible for water quality monitoring and compliance reporting to the MassDEP as well as development of water protection strategies, educational programs, and community outreach.

Westford Water Department Rules and Regulations
Have a question about Westford Water Department rules and regulations or water rates? Our rules and regulations and rate information are available online at the Water Department website (www.westfordma.gov/water) under the "Rules and Regulations" link on the left hand side of the website.

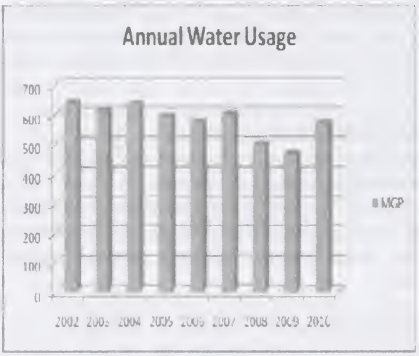
Enterprise Fund
Your Water Department is operated as an enterprise fund. The Enterprise Fund statute (G.L. c.44, section 53F1/2) was enacted in Massachusetts in 1986. Water Conservation Standards adopted by the Water Resources Commission in 1992 were designed to provide water suppliers with specific policies and recommendations for maximizing conservation and efficient management of water resources. A key approach to accomplishing this was charging the water consumer the full cost of water (encouraging consumer conservation) and the development of enterprise accounts. In 1992 the town voted to create the Water Enterprise Fund, making the Water Department self-sufficient, and fully independent of the tax levy.

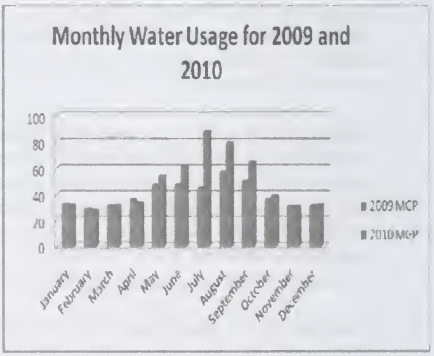
An enterprise funding system is utilized by many non-profit organizations and municipalities, and operates similarly to a private business. The major difference being that the enterprise funded system focuses on accountability to the public as opposed to profitability to owners or investors. Water use fees are established to fund the treatment, delivery, and source protection of high quality drinking water to the public. The enterprise fund system provides the Water

Department several advantages including the ability to identify the total service cost, providing beneficial management information, and allowing the Water Department to retain any income surplus for capital projects - helping to keep water user fees stable while reflecting the actual cost of treatment and distribution of water.

Water Usage at a Glance

MGP	2002	2003	2004	2005	2006	2007	2008	2009	2010
JAN	34.86	35.24	45.57	36.909	38.253	36.741	32.725	32.163	31.307
FEB	30.5	33.17	38.83	31.49	34.15	32.37	29.422	28.487	27.272
MAR	35.75	37.32	38.49	35.816	40.281	38.532	31.616	30.888	31.049
APR	40.5	36.24	43.77	38.987	43.455	36.551	36.869	35.535	33.519
MAY	86.97	64.44	55.56	46.701	52.093	56.103	47.399	46.765	53.966
JUN	73.51	46.29	70.14	67.148	57.624	71.319	62.258	47.475	61.561
JUL	74.7	81.42	74.33	77.295	69.798	72.596	58.837	44.012	88.146
AUG	75.8	63.69	73.93	76.696	73.211	80.417	49.954	56.871	79.628
SEP	67.95	68.91	61.87	64.225	49.481	68.924	47.346	49.784	64.816
OCT	49.58	50.76	51.94	44.404	43.559	44.71	35.723	35.604	38.856
NOV	35.24	45.48	40.81	36.238	35.037	32.115	32.128	30.429	30.402
DEC	34.82	49.41	40.19	38.121	36.17	32.391	32.792	30.822	31.582
Total	640.18	612.4	635.43	594.031	573.113	602.769	497.068	468.835	572.104





MGP = Million Gallons Pumped

Water Department Statistics:

Total System Water Storage Capacity = 4.85 Million Gallons

Number of:

Total Water Dept. Fire Hydrants	932	Total Miles Water Main	128.5
Water Dept. Hydrants Installed in 2010	16	Miles Water Main added 2010	1.72
Total Active Accounts	5310	Water Main Breaks in 2010	8
New Service Connections in 2010	27	Service Renewals in 2010	11
New Gates (Valves) installed in 2010	40	Service Leaks Repaired in 2010	17

Notes:

Totals include 2010 numbers. A service renewal is replacement of the line from the main to the customer meter. A service leak is located within the line from the main to the customer meter.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a quasi-judicial body chartered under the *Massachusetts Zoning Act* (Chapter 40A and 40B) and Westford's *Zoning Bylaw*. Membership consists of five (5) regular voting members and three (3) alternate members appointed by the Board of Selectmen. The ZBA plays a role in regulating land use and development in the Town by hearing applications for variances from the *Zoning Bylaw*, special permits for allowed activities that require heightened review under Town zoning, appeals of decisions of the Building Commissioner and comprehene permits for mixed-income developments in accordance with *M.G.L. Chapter 40B*.

The Zoning Board of Appeals typically meets on the third Wednesday of each month. Meetings are open to the public.

Bob Herrmann
Chair
Scott MacKay
Vice Chair
Jay Enis
David Earl
Christopher Romeo
Associate Members
Mark Conlon
James Kazeniac
Paul MacMillan

Thirty-eight (38) Zoning Board petitions were heard in 2010, some of which required more than one requested action and others are pending. The following table summarizes the disposition of these applications:

	Approved	Withdrawn	Denied	Pending
VAR	15	0	0	1
SP	18	0	0	1
CP	1	0	0	0
CP-MOD	1	0	0	0
Admin Appeal	2	0	0	1
Totals	**36**	**0**	**0**	**3**

The requests varied greatly, including, but not limited to variance requests for additions, special permits and variances for altering an existing nonconforming structure, special permits for demolition and reconstruction of nonconforming structures, Comprehensive Permit, Comprehensive Permit modification, and special permits for Accessory Dwelling Units.

Under *Comprehensive Permit Law* (Chapter 40B), the ZBA is authorized to waive local regulations, including zoning, for residential developments that consist of at least 25% affordable housing units. One (1) comprehensive permit, the 20-unit "Cottages in the Woods" project on Town-owned land, was approved in 2010. Another comprehensive permit, the "Tadmuck Meadows" project off Tadmuck Road, was approved for modification from a 41-unit age-restricted development to a 37-unit townhouse development.

A proposed cell tower at 22 Griffin Road, requiring a variance and special permit, was pending at the conclusion of 2010.

2010 marked the end of Roger Hall's 23 year tenure on the ZBA. The Board would like to once again thank Roger for his excellent service to our community. This year also saw the departure of ZBA Planner Ross Altobelli, who in November moved with his family to Texas after five years of valued service to the Board.

Directory of Town Departments

All the addresses below were current as of December 31, 2010. Check the town's website, www.westfordma.gov, or call the department for up-to-date information.

The web pages for most town departments can be accessed directly from: www.westfordma.gov/pages/government/towndepartments/dept. All others are noted below.

Department	Address	Office Hours	Main Phone Website (if not westfordma.gov)
Assessors Office	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5504
Animal Control Officer	Beacon Street	Leave message or call Police Dispatch (emergency only)	978-692-4574 978-692-2161
Building Department	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5527
Bylaw Enforcement	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5527
Council on Aging	Cameron Senior Center 20 Pleasant Street. PO Box 2223	M-F, 8am-4pm	978-692-5523
Cemetery Department	Pine Grove Cemetery Office 68 Forge Village Road	M-F, 7am-3:30pm	978-692-5526
Conservation Commission	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5524
Emergency Management Agency	Contact Police or Fire to be connected to an Emergency Management Director		978-692-2161 978-692-5542
Engineering Department	Town Highway Facility 28 North Street	M-F, 7:30am-3:30pm	978-692-5520
Finance Director / Treasurer	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5518
Fire Department	51 Main Street P.O. Box 296	M-F, 8am-4pm (dispatch 24hrs/day)	Business 978-692-5542 Emergencies 911
GIS Department	Town Highway Facility 28 North Street	M-F, 7:30am-3:30pm	978-692-5520
Health Department	Town Hall	M-F, 8am-4pm	978-692-5509
Highway Department	Town Highway Facility 28 North Street	M-F, 7am-3:30pm	978-692-5520
Housing Authority	65 Tadmuck Road	M-F, 8:30am-1:30pm	978-692-6011
Human Resources Department	Town Hall 55 Main Street 1	M-F, 8am-4pm	978-692-5501 ext 2
J.V. Fletcher Library	50 Main Street	M 1pm-9pm T-Th 10am-9pm F 1pm-5pm Sat 10am-5pm *(Labor Day – June)* Sun 2pm-5pm *(January – April)*	978-692-5555 www.westfordlibrary.org
Museum hours Office hours	4 Boston Road	Museum Hours: Sun 2pm-4pm Office Hours: M,W,F 9am-1pm	978-692-5550 www.westford.com/museum/
Parking Clerk	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5515
Planning Board	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5524
Police Department	53 Main Street	M-F, 8am-4pm (dispatch 24hrs/day)	Business 978-692-2161 Emergencies 911
Recreation Department	35 Town Farm Road	M-F, 8am-4pm	978-692-5532

Schools			
Abbot Elementary School (gr. 3-5)	25 Depot Street	M-F, 8:25am-2:30pm	978-692-5580 www.westfordk12.us
Blanchard Middle School (gr. 6-8)	14 West Street	M-F, 7:35am-1:55pm	978-692-5582 www.westfordk12.us
Crisafulli Elementary School (gr. 3-5)	13 Robinson Road	M-F, 8:25am-2:30pm	978-392-4483 www.westfordk12.us
Day Elementary School (gr. 3-5)	75 E. Prescott Street	M-F, 8:25am-2:30pm	978-692-5591 www.westfordk12.us
Millennium School (pre-k)	23 Depot Street	M-F, 9am-3pm	978-692-5560 www.westfordk12.us
Miller Elementary School (gr. k-2)	1 Mitchell Way	M-F, 9:05am-3:10pm	978-392-4476 www.westfordk12.us
Nabnasset Elementary School (gr. K-2)	99 Plain Road	M-F, 9:05am-3:10pm	978-692-5583 www.westfordk12.us
Nashoba Valley Technical High School (gr. 9-12)	100 Littleton Road	M-F, 7:45am-2:30pm	978-692-4711 nashoba.tec.ma.us
Robinson Elementary School (gr. K-2)	60 Concord Road	M-F, 9:05am-3:10pm	978-692-5586 www.westfordk12.us
Stony Brook Middle School (gr. 6-8)	7 Farmer's Way	M-F, 7:35am-1:55pm	978-692-2708 www.westfordk12.us
Westford Academy (gr. 9-12)	30 Patten Road	M-F, 7:35am-1:55pm	978-692-5570 www.westfordk12.us
School Administration (Central Office)			
Superintendent	Millennium Building 23 Depot Street	M-F, 8am-4pm	978-692-5560 www.westfordk12.us
Bookkeeping	Millennium Building 23 Depot Street	M-F, 8am-4pm	978-692-5560 www.westfordk12.us
Business Office	Millennium School 23 Depot Street	M-F, 8am-4pm	978-692-5560 www.westfordk12.us
Special Education Department	Millennium Building 23 Depot Street	M-F, 8am-4pm	978-692-5560 www.westfordk12.us
Tax Collector	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5506
Technology Department	1 East Prescott Street	M-F, 8am-4pm	978-399-2420
Town Accountant	Town Hall 55 Main Street	M-F, 8am-4pm	978-392-4450
Town Clerk	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5515
Town Manager	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5500
Treasurer / Finance Director	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5518
Tree Warden	Highway Department 28 North Street	M-F, 7:30am-3:30pm	978-399-2731
Veterans Services	Millennium School 23 Depot Street	Call for appointment	978-392-1170
Water Department	60 Forge Village Road	M-F, 7:30am-4pm	978-692-5529
Zoning Board of Appeals	Town Hall 55 Main Street	M-F, 8am-4pm	978-692-5524

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Westford at a Glance

Incorporated	September 23, 1729
Population (2009 census returns)	20,868
Miles of Road	162 miles
Total Area	30.2 square miles
FY11 Tax Rates	
Residential & Personal Property	$ 15.23 per thousand
Commercial & Industrial Property	$ 15.50 per thousand
Form of Government	Open Town Meeting Board of Selectmen Town Manager
Website	www.westfordma.gov